Z
56
L86
1920

# MIAMI PITMANIC SHORTHAND INSTRUCTOR

Class Z56
Book .L86
Copyright No. 1920

COPYRIGHT DEPOSIT.

# MIAMI PITMANIC SHORTHAND INSTRUCTOR

FOR USE IN SCHOOLS AND COLLEGES AND FOR HOME STUDY

*Arranged by* BERTHA P. LONGSTRETH
*for many years with Miami Commercial College, of Dayton, Ohio*

Greater Dayton
Shorthand

Z56
.L86
1920

Copyright, 1920,
By Bertha P. Longstreth.

NOV -5 1920

©CI.A601393

# PREFACE

These lessons are not presented as an experiment or as a new system of shorthand, but as the Pitman system simply and practically arranged for use in schools. They have been improved from time to time and used very successfully for many years in the Miami Commercial College, of Dayton, Ohio.

The ordinary Pitman forms are generally used, with the exception of that for *h*, which is not like that used by any other Pitmanic authors, except Elias Longley, who gives the bookkeeper's check for that sound, but has no fixed direction of writing it. The stroke here given should be written with the small tick at the beginning downward in the direction of *chay* and the body of the stroke upward in the direction of *ray*. It is without doubt easier to write and read than any of the other strokes used for *h*.

A great number of dictation exercises are not given in the book, as it is thought much better to have the matter changed from time to time, giving different dictation to different individuals and classes. This should be done especially in commercial colleges where the pupils differ so much in age and previous education, some being just out of the lower grades and others being college or university graduates.

After the first list of word signs and the sentences following them have been mastered thoroughly, the teacher should dictate new matter to the class, being very sure there is nothing given for which the principle of writing has not been learned. This method of dictation should be continued throughout the course, the shorthand being read back and the outlines corrected.

After all the word-building principles have been learned, the pupil should be far enough advanced to transcribe these dictations on the typewriter, but the shorthand should still be read to the teacher and the outlines corrected.

Do not hurry over the work, but keep at it persistently and patiently, always placing accuracy first, but at the same time moving the pen or pencil as easily and rapidly as possible. A pen should be used until all the shorthand notes can be read with ease, when a pencil may be used, if desired.

It is a good plan some times to have special lists of words or phrases on different subjects, as electricity, automobiles, groceries, law, medicine, etc. A number of blank pages are given at the back of the book where lists of this nature may be placed as needed, being written according to the principles given.

# CONTENTS


| | PAGE |
|---|---|
| Preface | 3 |
| First List of Consonants and Long Vowels | 7 |
| Rules for Position Writing and for Placing Vowels Between Strokes | 8, 11 |
| Second List of Consonants | 9 |
| Third List of Consonants | 10 |
| Method of Working | 11 |
| Syllables Be, De, and Re, Short Vowels | 11 |
| Diphthongs | 12 |
| Words Having Two Adjacent Vowels | 13 |
| Rules for Writing Upward and Downward L and R | 13 |
| The S-Z Circle | 15 |
| The Ste and Ster Loops and Sez Circle | 16 |
| Word Signs | 18 |
| The Ticks for A, An, and The, Punctuation, Etc. | 18 |
| Review | 20 |
| Initial Hooks—The R Hook | 21 |
| R Hook Word Signs | 23 |
| Contracted Words | 23 |
| Initial Hooks—The L Hook | 24 |
| L Hook Word Signs | 25 |
| Important Things to Remember | 26 |
| Final Hooks—The N Hook | 27 |
| N Hook Word Signs | 28 |
| Final Hooks—The F-V Hook | 30 |
| F-V Hook Word Signs | 30 |
| Final Hooks—The Shun Hook | 31 |
| The Shun Hook Word Signs | 32 |
| Contracted Words | 32 |
| Final Hooks—The Ter Hook | 34 |
| Ter Hook and Double Length Word Signs | 35 |
| W Hook and Brief W | 36 |

Review ..... 37
Brief Y ..... 38
W and Y Word Signs ..... 38
Brief Form for H ..... 39
The Half Lengths ..... 41
Half Length Word Signs ..... 43
Prefixes, Affixes, and Abbreviations ..... 45
Review ..... 47
List of Word Signs ..... 48-51
Phrasing ..... 52
Intersections ..... 53
List of Common Phrases ..... 54, 55
Speed Practice on Short Words and Word Signs ..... 56-61
Proper Names, Months and Days, States and Territories ..... 62
Cities and Countries ..... 63
Contracting ..... 64
Contracted and Special Forms ..... 65, 66
Letters ..... 67, 68
Distinguished Words ..... 69, 70
Additional Phrasing Principles ..... 71-73
List of Phrases to be Written for Correction ..... 73
Miscellaneous Phrases ..... 74, 75
Contracted and Special Forms ..... 76, 77
Letters ..... 78, 79
Reading and Writing Exercises ..... 81-84
Miscellaneous Words ..... 80

# LESSON 1.

Shorthand is a short method of writing in which all the sounds of the language are represented by signs, the consonant sounds by straight and curved strokes and the vowel sounds by dots and dashes. To a great extent the nature of the sound is shown by the kind of sign used; light or whispered sounds being shown by light strokes and heavy or spoken sounds by heavy strokes, etc.

All of the strokes are obtained from the circle and its diameter. *T* and *d* form a right angle with the line of writing. The right angle to the left of the *t* and *d* is bisected by *p* and *b*, and to the right by *chay* and *j*. *K* and *g* are horizontal. These strokes are all written downward, except *k* and *g*, which are written from left to right. Two or more strokes are often joined together, when they must be written without lifting the pen.

## First List of Consonants.

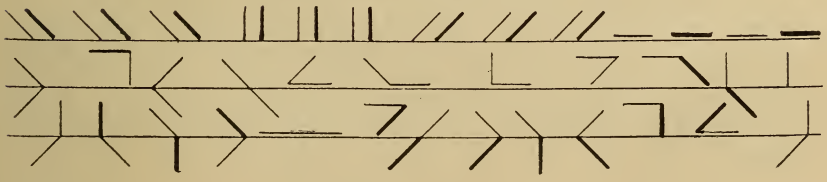
| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| \ | P | as | heard | in | pay | or | rope |
| \ | B | " | " | " | be | " | robe |
| \| | T | " | " | " | take | " | rate |
| \| | D | " | " | " | do | " | raid |
| / | Chay | " | " | " | chew | " | reach |
| / | J | " | " | " | joke | " | rage |
| — | K | " | " | " | kite | " | rake |
| — | G | " | " | " | go | " | rag |

These strokes should be practiced over and over until they can be made the proper length, the proper angle to the line, and the difference between the light and heavy shown distinctly.

The long vowels should be made heavy with one pressure of the pen.

The consonant stroke should be written first, even though a vowel precedes it.

WRITING EXERCISE



## Long Vowels

These vowel sounds are represented by heavy dots and dashes placed at the beginning, middle, and end of the consonant strokes. Those placed at the beginning are called first position vowels, those at the middle second position vowels, and those at the end third position vowels. They represent the vowel sounds heard in the words given below, being numbered 1, 2, 3, to indicate the position. They are always written at right angles to the consonants.

| Dot Vowels | | Dash Vowels | |
|---|---|---|---|
| 1—ăre | ah | 1—Paul | aw |
| 2—āte | ā | 2—Pole | ō |
| 3—ēat | ē | 3—pool | o͞o |

If a vowel is to be read before any consonant it is placed to the left of it, and if after, to the right, unless the consonant is horizontal, when the vowel is placed above if before, and below if after.

It should be noted that all the spelling is done entirely by sound without any reference to the ordinary spelling of the word. The following exercise shows how this method is employed:

take t-ā-k came k-ā-m beat b-ē-t cage k-ā-j talk t-aw-k coat k-ō-t
wrote r-ō-t view v-ū know n-ō knee n-ē pile p-ī-l debt d-ĕ-t
cheek ch-ē-k duck d-ŭ-k pill p-ĭ-l pack p-ă-k pale p-ā-l deem d-ē-m

## Rules for Position Writing.

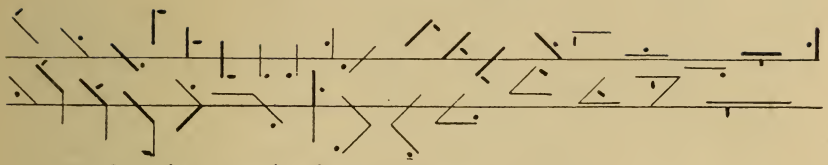
A word having a first position vowel in its accented or only syllable is called a first position word and is written with its first downward stroke above the line of writing. If it has a second position vowel in its accented or only syllable, it is called a second position word, and is written with its first downward stroke resting on the line of writing. If it has a third position vowel in its accented or only syllable, it is called a third position word, and is written with its first downward stroke through the line of writing.

If there are no downward strokes in the word the upward stroke is placed above, on, or through the line of writing in the three positions. The strokes *k* and *g* in the second position must be enough above the line to keep from striking it and in the third position just enough below to escape the line.

## Rules for Placing Vowels between Consonants.

If a first position vowel comes between two consonants, it is written after the beginning of the first. If a second position, long vowel comes between two strokes, it is written after the middle of the first. A third position vowel between two consonants is written before the end of the second.

READING EXERCISE



The first three words of exercise, paw, pay, be.

WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ape | cheap | coke | date | bay | age | each | aid |
| deep | peach | pope | paid | code | page | choke | cape |
| keep | day | tea | beat | boat | gate | obey | bought |
| talk | chalk | cake | coo | caw | take | joke | oak |

Write all shorthand words in longhand and all printed words in shorthand, to be corrected by the teacher. They should then be practiced many times, *spelling each word by sound as it is written.* After this all words should be written from dictation.

## LESSON 2.

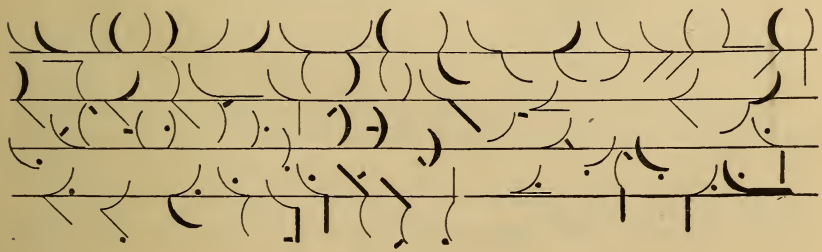
### Second List of Consonants

| | | | | | |
|---|---|---|---|---|---|
| F | as | in | safe | or | foe |
| V | " | " | save | " | vie |
| Ith | " | " | bath | " | think |
| The | " | " | bathe | " | thine |
| S | " | " | less | " | sell |
| Z | " | " | buzz | " | zeal |
| Ish | " | " | ash | " | show |
| Zha | " | " | measure | | |

These strokes should all be written downward, with the exception of *ish,* which is some times written upward.

The heavy strokes should be shaded in the middle only.

READING EXERCISE



WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| fade | feed | foe | show | she | shave | food | oath |
| ace | so | see | shake | faith | shade | tooth | booth |
| eve | evade | evoke | vacate | showed | thaw | bathe | awes |

## Third List of Consonants.

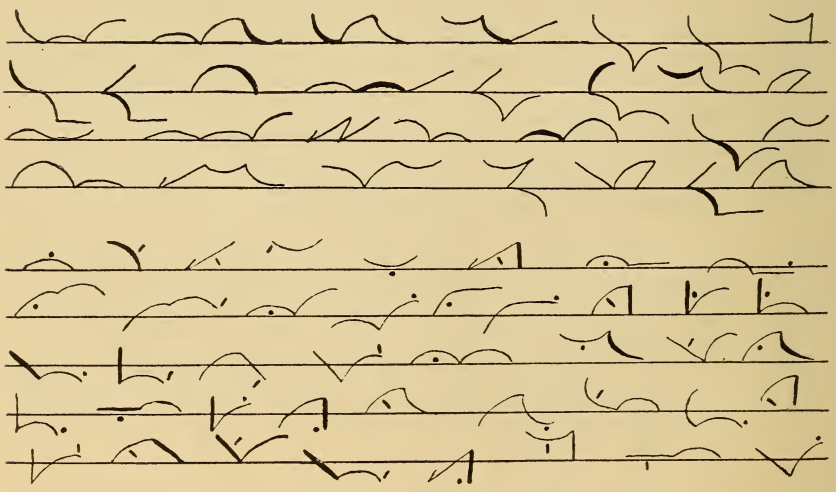
| | | | | | | |
|---|---|---|---|---|---|---|
| L | as | in | mill | or | lay |
| R | " | " | far | " | rim |
| M | " | " | dim | " | my |
| N | " | " | din | " | no |
| Emp<br>Emb | "<br>" | "<br>" | lamp | " | ember |
| Ing | " | " | sing | | |
| W | " | " | wake | | |
| Y | " | " | yoke | | |
| Ray | " | " | rake | | |
| H | " | " | hate | | |

These consonants are written downward, with the exception of *h* and *ray*, which are always upward, *l*, which is generally upward, and *n*, *m*, *emp*, and *ing*, which are written from left to right.

The following figures show how the consonant strokes are obtained from the circle and its diameter.

*R* and *ray* represent the same sound and the rules for their use will be given later on. *L* must now be written as an upward stroke, the rules for the use of the downward form being given in a later lesson.

READING EXERCISE



WRITING EXERCISE

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| law | low | ail | aim | own | knee | woe | hoe | hate |
| came | comb | tomb | mail | meal | make | meek | heed | heath |
| pool | loop | peal | leap | mole | note | knave | game | goal |
| move | heap | loam | tall | dale | theme | fame | dome | boom |

# LESSON 3.

## Method of Working.

In writing shorthand be careful to work properly from the beginning. Sit facing the table or desk, resting on the left arm. Hold the pen or pencil with the tips of the forefinger and the thumb, letting it rest on the second finger. Hold the pen-holder so it is nearly parallel to the side of the paper and points up toward the right shoulder. The fingers should be bent just enough to allow of their forward as well as their backward movement without pushing the whole hand back and forth with every stroke.

Keep the pen close to the paper all the time, holding it firmly, but lightly. Do not dip it into the ink unless absolutely necessary. Do not write the words too close together, and be careful not to write one word directly under another, or it may strike it and make both words unreadable.

### BE, DE, and RE.

In writing words having the prefixed syllables *be, de,* and *re,* the vowel *e* should be omitted.

READING EXERCISE

## Short Vowels.

These vowels are represented by light dots and dashes placed at the beginning, middle, and end of the consonants, and are heard in the following words:

| Light Dots | Light Dashes |
|---|---|
| 1—pack ă | 1—lock—ŏ |
| 2—peck ĕ | 2—luck ŭ |
| 3—pick ĭ | 3—look oo |

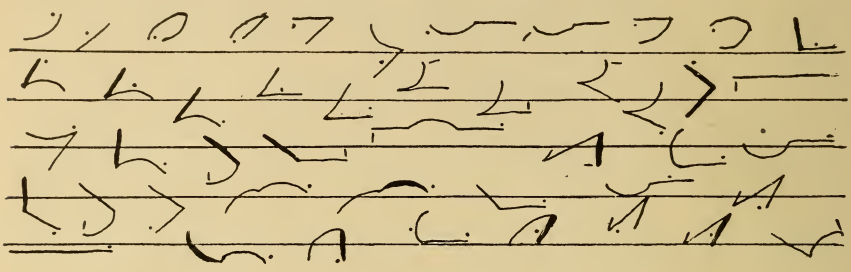
## Additional Rules for Placing Vowels Between Strokes.

If a second place short vowel comes between two strokes it is placed before the middle of the second.

If two vowels come between two strokes the first one uttered is written next to the first stroke and the second one next to the second

stroke. If two vowels precede a stroke at the beginning of a word, the first one uttered is written farther from the stroke than the second. If two vowels follow a stroke at the end of a word the first one uttered is written nearer the stroke than the second.

READING EXERCISE



WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| victim | locket | dab | ditch | cab | monkey | cock | cook |
| jug | mug | putty | tank | attack | ledge | attic | tap |
| dull | numb | pump | limp | bush | hash | hot | dig |
| ethic | optic | mimic | chimney | gush | gash | Jessie | monk |
| inch | comic | topic | havoc | lull | agility | dim | copy |
| dignity | thick | body | thumb | lodge | muddy | head | ash |
| chum | jam | jig | jump | hood | impel | ink | bump |
| calico | edit | chick | envy | egg | gem | kick | logic |

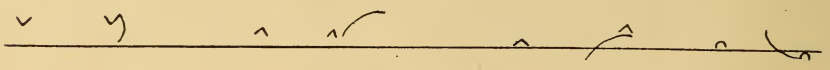
## LESSON 4.

### Diphthongs.

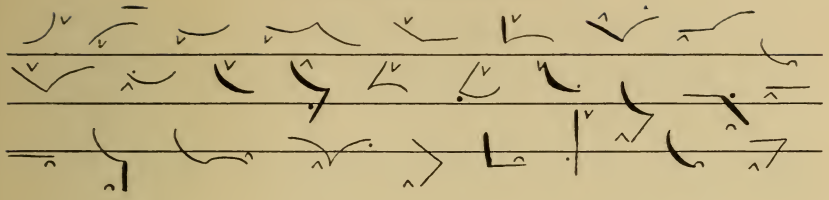
The diphthongs, which are compound sounds, are represented by compound signs. They are *i* as in ice, *oi* as in oil, *ow* as in owl, and *u* as in few. *I* and *oi* are in the first position and *ow* and *u* are in the third position. The rules for placing the diphthongs and the words are the same as those for the first and third position vowels and words.

If *i* occurs before a down stroke, it is joined without lifting the pen. If *ow* or *u* follow a down stroke, they are joined without lifting the pen.

i ice oi oil ow owl u few



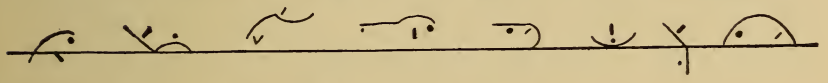
READING EXERCISE



WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ivy | annoy | pike | defy | edify | boil | enjoy | dupe |
| shy | nephew | July | huge | toil | life | envoy | icy |
| endow | imbue | vie | imbibe | lion | pouch | ensue | owl |
| dime | pile | bite | mile | boiler | thou | vouch | mouth |
| China | Cuba | cubic | eyes | cow | cue | pipe | lime |

## Words Having Two Adjacent Vowels.



| | | | | | | | |
|---|---|---|---|---|---|---|---|
| poet | piety | lion | Siam | Owen | cameo | layer | chaos |
| poem | Leo | voyage | bias | diet | peony | theory | radiate |

## LESSON 5.

## Rules for Writing the Upward and Downward L.

Initial *l* is written upward unless preceded by a vowel, when it is written downward unless followed by a down stroke.

Final *l* is written downward after *f*, *v*, *ray*, and *h* unless followed by a vowel. It is always downward after *n* and *ing*.

When the only stroke in a word it is always upward, and when in the middle of a word the more convenient form is used.

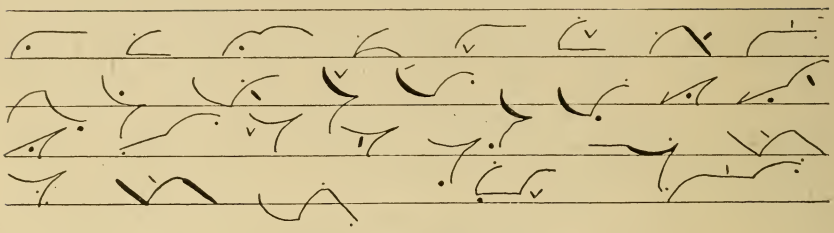
## Rules for Writing RAY, the Upward Stroke, and R, the Downward.

Initial *r* is written upward unless preceded by a vowel or followed by *m* or *emp*. It is written upward when followed by a down stroke, even if preceded by a vowel. *R* following *r* is written upward. *R* alone in a word, preceded and followed by a vowel, is written downward.

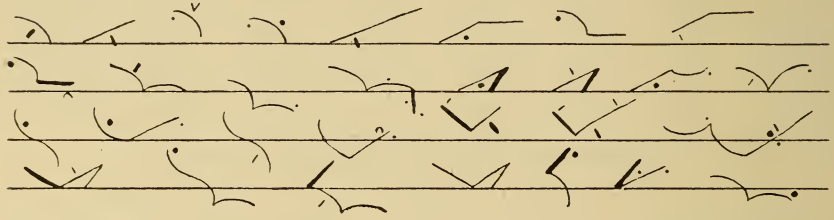
Final *r* is written downward unless followed by a vowel.

*R* in the middle of a word is written in the more convenient way.

## READING EXERCISE ON *L*



## READING EXERCISE ON *R*



## WRITING EXERCISE ON *L*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| lake | defile | tallow | rally | kingly | alimony | fuel | halo |
| vowel | lay | rill | delve | life | fowl | hole | foil |
| allege | rely | knoll | leaked | pulp | villa | along | volley |
| rile | null | elm | Eliza | vile | elbow | Nile | unveil |
| nail | lame | ail | fall | fellow | alto | fell | Nellie |
| elk | befell | fallow | fill | allow | elf | alack | kneel |

## WRITING EXERCISE ON *R*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| polar | memory | affair | Irving | remove | infer | par | Rome |
| rake | furrow | borrow | rotary | uproar | narrow | tower | mirror |
| rare | leer | jeer | Jerry | Arab | carrier | earl | ark |
| fire | fury | urge | Urbana | ivory | ripe | Ira | rock |
| arrive | barge | lark | taller | terrify | chore | oar | arcade |
| tailor | admire | admirer | interior | attire | cherry | tire | inferior |

Take especial pains to learn the *l* and *r* rules thoroughly, writing the words over many times, repeating the rules as you write. They are sometimes broken where it is impossible to use them, but very seldom.

## LESSON 6.

## The S-Z Circle.

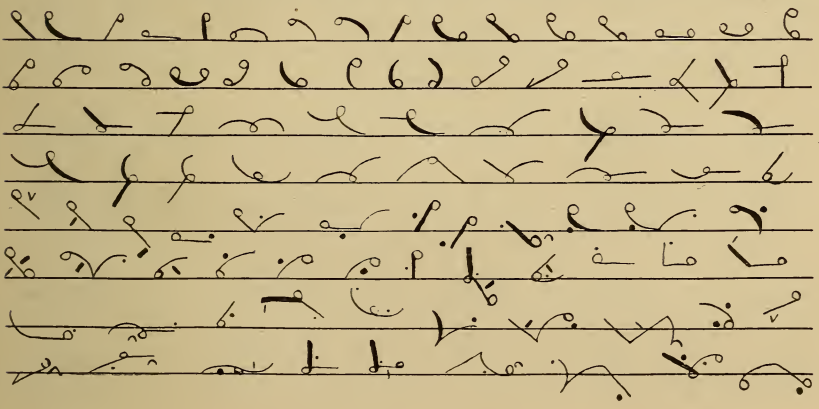
A small circle on the right-hand side of all straight strokes, except *k*, *g*, *ray*, and *h*, on the upper side of them, and on the inside of the curves, is used to represent *s* or *z*.

It is always the first thing read when at the beginning of the consonant and the last thing when at the end. When between two straight strokes which form an angle, it is written on the outside of the angle; when between a straight stroke and a curve, it is written on the inside of the curve; and when between two curves, turning in opposite directions, it is on the inside of the first. In a few cases it is on the outside of a curve.

### The Stroke S or Z Should be Used:

1. When the only consonant in a word.
2. When the first consonant preceded by a vowel.
3. When the last consonant followed by a vowel.
4. When two distinct vowels or diphthongs come between the *s* or *z* and the preceding or following consonant.
5. When *z* begins a word.
6. When *s-z* are the only consonants in a word the *s* circle and the *z* stroke are used, as *size*
7. When *s-s* are the only consonants in a word and the word ends with *s*, the stroke and the circle are used, as *cease* , but if the word ends with a vowel the circle and stroke are used, as *saucy*

READING AND WRITING EXERCISE



WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| pies | dispel | else | choice | sell | seeds | asleep | dusk |
| despise | hasten | sip | sin | sage | schemes | lace | juicy |
| seal | space | soap | gas | scheme | choose | disposal | zeal |
| joyous | poison | sing | ashes | sit | toss | cask | seize |
| tease | chosen | lisp | six | set | excuse | embassy | lease |
| smiles | sore | slim | tax | seam | refuse | designs | spell |
| famous | asp | box | desk | expel | music | slope | suppose |

## LESSON 7.

## The STE and STER Loops and the SEZ Circle.

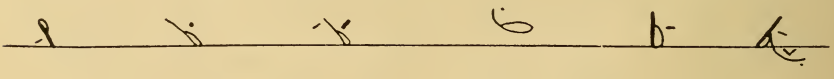
A small loop is written either at the beginning or the end of strokes to represent *st* or *sd*. If a vowel comes between the *s* and *t* the circle *s* and the *t* stroke must be used. It must also be used if the *t* is the last consonant followed by a vowel, or if it is impossible to form the loop. This is called the *ste* loop.

A large loop is used at the end of consonants to represent the syllable *ster*, and it is called the *ster* loop.

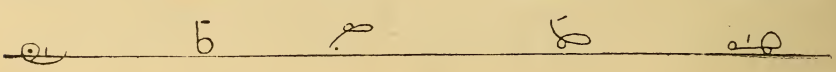
A large circle is used at the beginning or end of strokes to represent the syllables *sez*, *siz*, *ses*, *sus*, etc. It is called the *sez* circle. ĕ or ĭ are the vowels usually heard in these syllables, but sometimes the diphthongs or the vowels *aw*, ŭ, ē, etc., are heard. In these cases the vowel is inserted within the circle. The circle *s* may be joined after these loops, and the large circle by crossing the stroke and writing the circle on the other side.

EXAMPLES

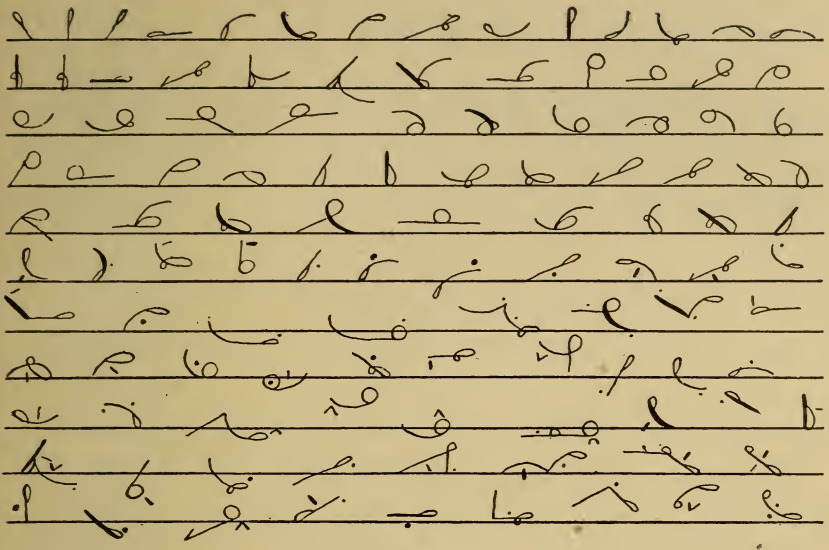
stub paste opposed faster duster justify



season tosses lasts fosters successes



## READING EXERCISES



## WRITING EXERCISES

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Texas | sliced | steel | races | coasters | tastes | texts | announced |
| forest | stung | stake | stump | arouses | boxed | noises | story |
| stem | stuff | safest | saucer | boxes | ounces | stir | west |
| annexed | repast | steepest | sausage | posts | behests | state | zest |
| arrest | stop | stoutest | stab | houses | steady | guest | guests |
| capsize | stiff | stylish | roasts | host | chest | foxes | Cæsar |

# LESSON 8.

## Word Signs.

As a further means of saving time, some words of frequent use are shortened by dropping out part of the sounds of the words. They are not always written in their positions, but in some cases when there are several words of the same form in the same position some of them may be changed to another position.

| | | | |
|---|---|---|---|
| a–an | I–eye–high | for | my–time–am |
| the | you | if | me–may |
| ah | as–has | have | on–any |
| aye | is–his | thank | in–no–know |
| and | up | think | now |
| should | be | thousand | knew–new |
| all | it | they–them | long–language |
| too–two | do | was | thing–young |
| O–oh–owe | much | us–so | important–ance |
| before | which | shall | improve–ment |
| awe–ought | each | usual–ly | next |
| who–whom | large | will | first |
| of | can | or | this |
| to | come | her | these |
| but | go–ago | are | your |
| how | give–n | he | way–away |

*And* and *should* must always be written upward. The others are written according to the direction of the stroke which represents them.

## The Ticks for A, AN, and THE, Punctuation, etc.

The two words *to* and *be* are shown by writing the stroke *b* through the line of writing.

The period is represented by a small cross or by a long dash.

The colon is represented by two small crosses, one above the other.

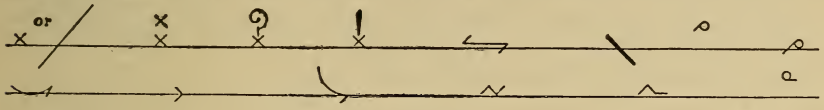
Interrogation is shown by the upper part of the ordinary question mark with a cross in place of the dot at the bottom of it; exclamation by the upper part of the printed exclamation with a cross in place of the dot at the bottom.

Two parallel lines are placed beneath words which are to be capitalized.

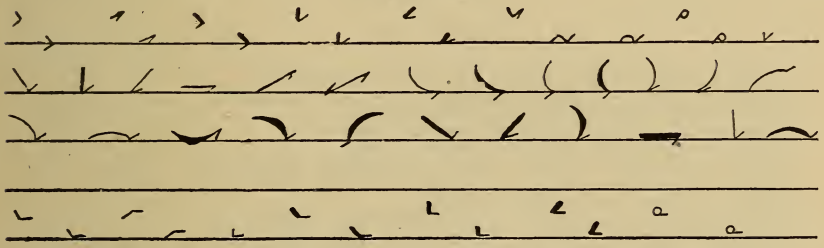
A small tick, written downward in the direction of *chay*, or upward in the direction of *ray*, is sometimes used to represent *the*. It is always written to the word which precedes it, and is not used when a pause comes between it and the preceding word.

A tick is also used for *a* and *an* written in the direction of *k* or *t*. It should not be used if a pause comes between it and the adjoining word. It may be joined after the words *of*, *to*, *owe*, *before*, *who*, *ought*, *all*, *too*, *as*, *has*, *is*, *his*, *but*, and a few other words. In most cases the dot should be used unless the tick can be joined to the word which follows it.

Period, colon, interrogation, exclamation, dash, to be, as the, is the, in the, to the, for the, how the, how a, as a.



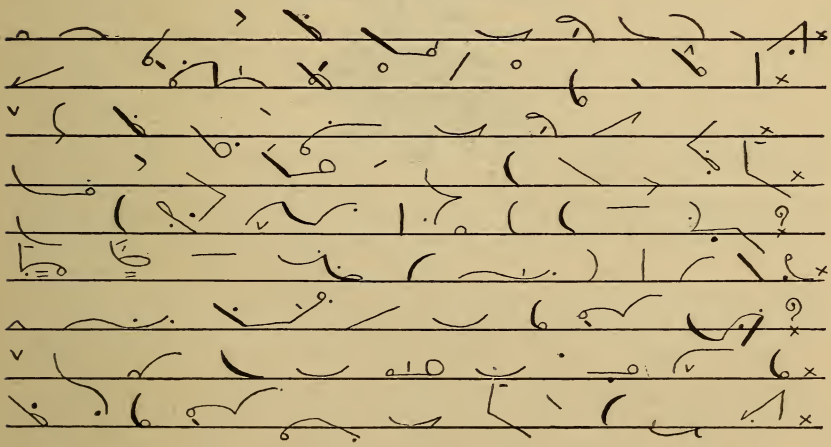

EXAMPLES



Sometimes two or more words are joined together without lifting the pen, the first word being placed in its proper position. *to which*

## LESSON 9.

READING EXERCISES



## WRITING EXERCISE

James M. Mills & Sons,
Salem, Alabama.

SIRS:—

Can you ship me, in a day or two, six boxes of the small boys' neckties which have a dozen in a box? I should also like to have sixty packages of all sizes of boys' long hose of the best make. I will take eight dozen of the cheap calico sailor waists just as soon as you receive them, as I can sell them readily.

I shall have my new store ready for buyers by Tuesday, so should like to be in shape to make sales. A small steamer stops at this village on next Sunday. Can you have them ready to ship on it?

Yours,

## REVIEW

Give the names and sounds of all the consonants.
Name the strokes which are always written upward.
Give all the first position sounds rapidly.
Give all the second position sounds rapidly.
Give all the third position sounds rapidly.
Give the position of each word in the short vowel list.
Name the strokes which are always written from left to right.
Give the rules for position writing.
Give the rules for placing vowels between strokes.
Give the rules for writing upward and downward *l* and *r*.
On which side of the strokes is the *s* circle written?
When is the stroke *s* used instead of the circle?
What can you tell about the loops and the large circle?

This figure contains all the simple signs that are used in shorthand.

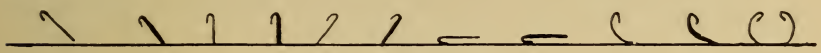
## LESSON 10.

## Initial Hooks—the R Hook.

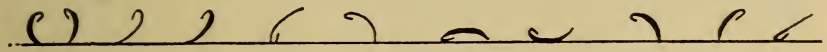
A small initial hook is used on the left-hand side of all straight strokes, except *k*, *g*, and *ray*, on the under side of them and on the inner side of the curves to represent the sound of *r* when it follows and blends with the strokes. It cannot be used on *h*.

If a circle comes before a stroke having an *r* hook, the hook is simply closed up on the straight strokes, but must be distinctly formed within the hook on the curves.

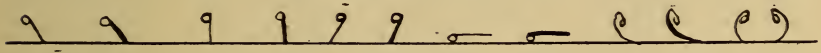
pr br tr dr chayr jr kr gr fr vr ithr



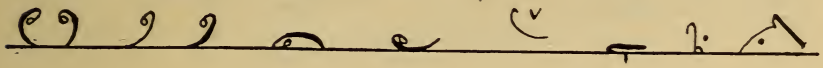
ther ishr zhar lr rr mr nr wr yr rayr



spr sbr str sdr schayr sjr skr sgr sfr svr sithr



sther sishr szhar smr snr fry grow trace labor

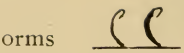
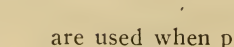
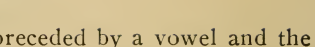
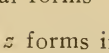


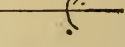
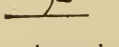
utter suppress suffer supper

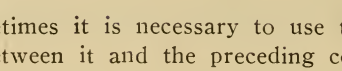
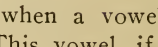
The hook is always read after the stroke to which it is written. If a vowel precedes an *r* hook stroke it is read before both, and if it is after the stroke it is read after both. If a circle precedes an *r* hook stroke the circle is the first thing read, then the preceding vowel, the stroke, the hook, and the following vowel. *suppress*

The *r* hook is not necessary on *ing* and *emp*, and as the small hook on *m* and *n* is needed for another purpose later on, the *m* and *n* are made heavy when the *r* hook is used with them. *inner* , *simmer*

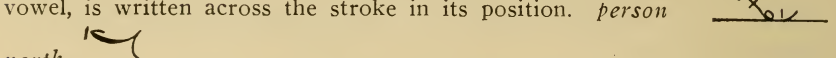
The *s* and *z* strokes with the *r* hook are not necessary, as the stroke *r* with the *s* circle may be used in all cases, so the *s* and *z* strokes with the small initial hook are used as duplicate forms for *ith–r* and *the–r*. The

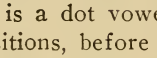
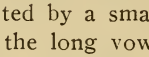
original forms  are used when preceded by a vowel and the *s* and *z* forms in other cases. *author*  *ether*  *throw* 

Sometimes it is necessary to use the *r* hook when a vowel sound comes between it and the preceding consonant. This vowel, if a dash vowel, is written across the stroke in its position. *person*  *north* 

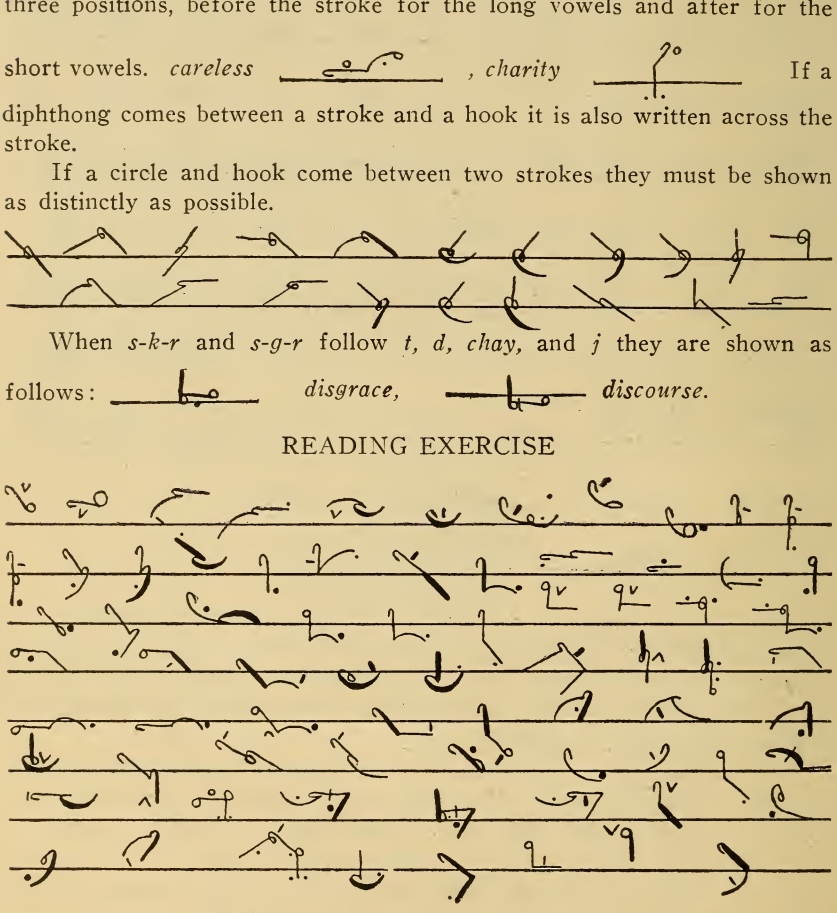
If it is a dot vowel it is represented by a small circle placed in the three positions, before the stroke for the long vowels and after for the short vowels. *careless*  , *charity*  If a diphthong comes between a stroke and a hook it is also written across the stroke.

If a circle and hook come between two strokes they must be shown as distinctly as possible.



When *s-k-r* and *s-g-r* follow *t, d, chay,* and *j* they are shown as follows:  *disgrace,*  *discourse.*

## READING EXERCISE

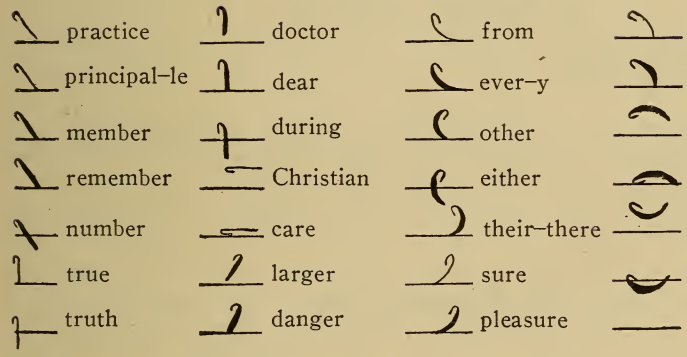


## WRITING EXERCISE

| | | | | | | |
|---|---|---|---|---|---|---|
| tray | upper | teacher | crusader | discourage | properly | freak |
| breaker | driver | sprawl | seizure | prosper | dreams | throb |
| favor | extra | sooner | locker | affray | crimson | scream |
| suppress | sever | liner | inner | copper | seeker | Socrates |
| safer | strap | cracker | trim | cider | strikes | pastry |
| strip | croak | tramp | simmer | supreme | destroy | keepers |
| eater | April | treasure | aggressive | encourage | distress | fraud |

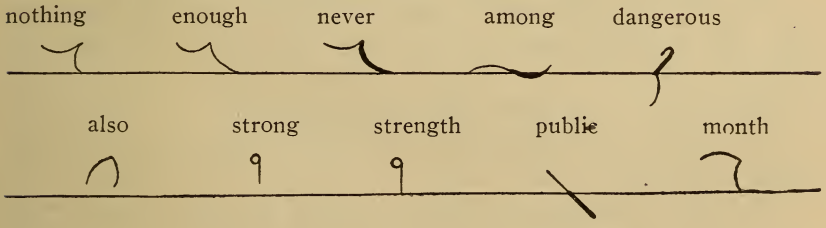
# LESSON 11.

## R Hook Word Signs.

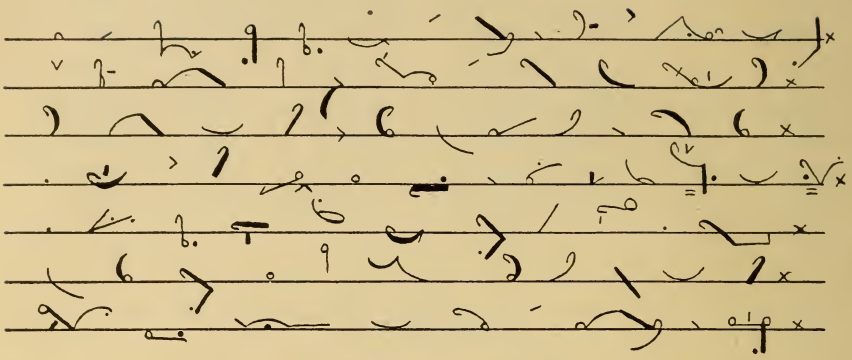



## Contracted Words.

Some times words are shortened by using the most prominent part of the word which will readily show what it is. These are called contracted words.



READING EXERCISE



WRITING EXERCISE

Mr. Frank Price,
Minersville, Ohio.

DEAR SIR:—

Do you think there is any danger of a break in the pipe or valve near you? The pressure of the gas is strong and you must be sure to take care of everything, as a break will be extremely dangerous to the miners and farmers in the vicinity. There should be no wear near the bridge or the track.

Take out the larger pipe as soon as you can, and I will ship the others to you before next Friday. These are of extra strength and will be much safer. An error will be a dangerous thing, so try to remember everything.

Yours truly,

## LESSON 12.

## Initial Hooks—the L Hook.

The sound of *l* also blends with the preceding consonant in many cases, and is represented by a small initial hook on the right-hand and upper side of straight strokes and by a large initial hook on the inner side of curves.

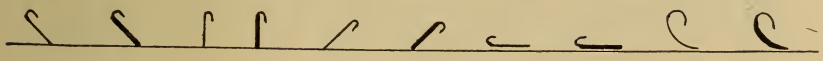
It is not used on all strokes, only those given here.

*Ish* with the *l* hook is generally written upward unless it is the only consonant in the word.

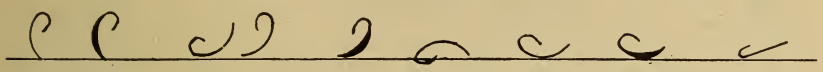
The order of reading, the placing of vowels, etc., are the same as for the *r* hook. The *s* circle, when preceding the *l* hook strokes, must be

shown distinctly within the hook. The stroke *ing* with the *l* hook represents the syllables *ingly*. *exceedingly*.

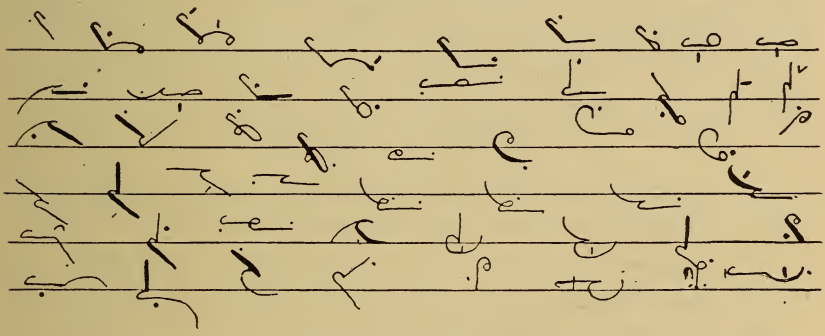
pl bl tl dl chal jl kl gl fl vl



ithl thel ishl zhal ml nl ingl rayl



READING EXERCISE



WRITING EXERCISE

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| classical | closes | laurel | clever | declare | clock | climax | fled |
| clasps | placed | muffler | cluster | vulnerable | jokingly | exclusive | splice |
| duplicity | clover | total | glare | glowingly | applause | signal | apple |
| peaceful | supply | sublime | flaxen | disclosed | flame | bevel | baffle |
| flock | table | globe | seclude | local | maple | locality | settle |

## LESSON 13.

## L Hook Word Signs.

people

able

tell-till

until

deliver

children

call

coal

cool

follow

full

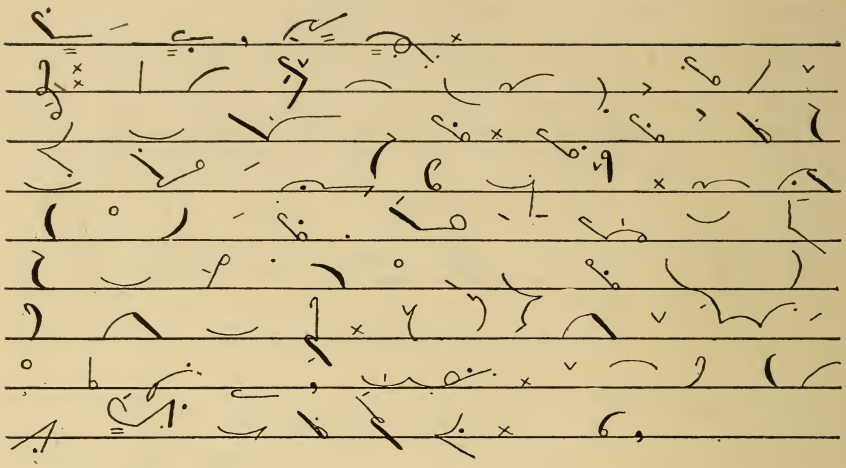
value

only

unless

largely

READING EXERCISE

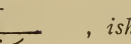


WRITING EXERCISE

1. The trifles of life will make you miserable unless you master them.
2. It will oblige me if you place no obstacles in my way.
3. If a pleasure is placed near you, its full value is never seen.
4. Major Flemish promises to be the leader of our new club.
5. They will take extreme measures to close up all such places.
6. This idle official displeases all classes of people.
7. He is a clever speaker, his voice is clear and his manner impressive.
8. Children are small travelers who should receive the best care this place affords.
9. Please place the initial syllable at the top of the first page.
10. The members of the other club claim all the blame for this trouble ought to be placed on us.

## Important Things to Remember.

The only horizontal strokes are *k*, *g*, *m*, *n*, *emp*, and *ing*. They are written from left to right. A vowel which is to be read before any of them should be placed above, and, if after, below the stroke. If a vowel is to be read before any of the other strokes, it should be placed to the left of it, and, if after, to the right. These strokes are written downward with the exception of *h* and *ray*, which are always upward; *l*, which is generally upward, according to the rules previously given, and downward

before *s-n*, as in *listen*  , *ish*, which is sometimes upward after *f* and *v* and before *ith* and *the* and also with the *l* hook.

initial shelf fish sheath lesson

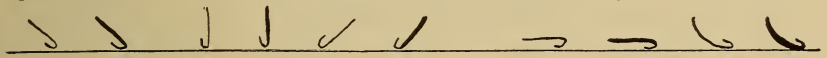
## LESSON 14.

### Final Hooks—the N Hook.

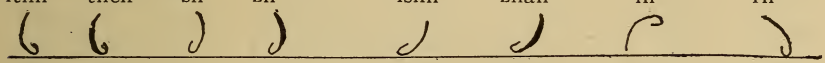
As the initial hook for *l* and *r* are used to shorten words, so a small final hook may be used on each stroke as a shorter method of writing *n*. It is written on the left-hand side of the straight strokes, except *k*, *g*, *ray*, and *h*, on the under side of them and on the inside of curves. It is read after the stroke and the vowel which follows the stroke. If a circle follows the *n* the hook is simply closed up on the straight strokes and distinctly formed within the hook on the curves.

The *ste* and *ster* loops and the *sez* circle may be joined after the *n* hook on straight strokes by placing them on the *n* hook side of the stroke.

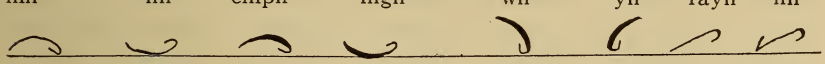
pn bn tn dn chayn jn kn gn fn vn



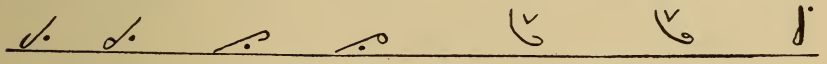
ithn then sn zn ishn zhan ln rn



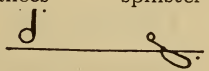
mn nn empn ingn wn yn rayn hn



chain chains rain rains fine fines danced



dances spinster



### When to Use the N Stroke.

When it is the first or only consonant.

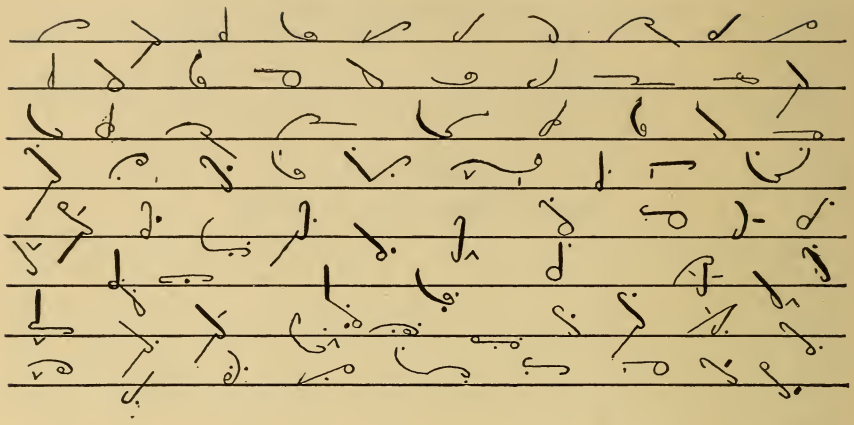
When it is the last consonant followed by a vowel.

When two distinct vowels come between it and the preceding or following consonant.

When a vowel comes between it and the following *s* circle.

When it follows a curve and is followed by *ste*, *ster*, or *sez*, and when the hook cannot be conveniently formed.

READING EXERCISE

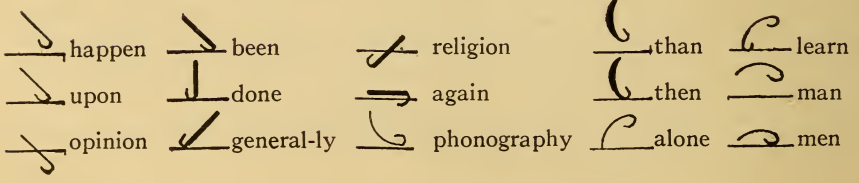


WRITING EXERCISE

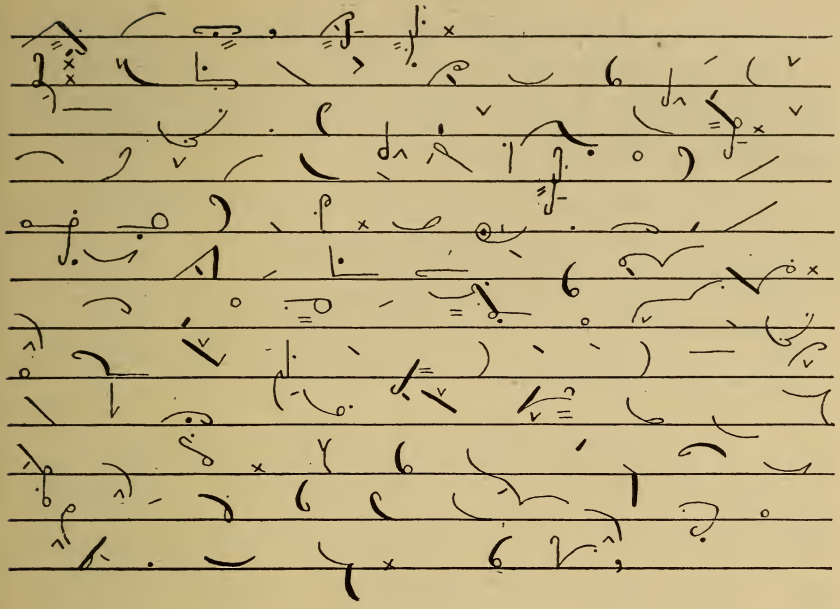
| | | | | | | |
|---|---|---|---|---|---|---|
| bench | princes | banish | branch | Kansas | opulence | suspense |
| beans | dins | refines | punish | pines | distances | Hannah |
| bran | lane | lanes | sexton | against | gown | moans |
| barren | offense | pretense | silken | minnow | economize | arraign |
| assigns | ribbons | thickens | organs | orphans | milliner | sustains |
| fenced | fences | tureen | trains | organic | saloon | entrance |
| glances | glanced | cleans | Spanish | French | branches | enjoins |

## LESSON 15.

### The N Hook Word Signs.



## READING EXERCISE



## WRITING EXERCISE

1. Many men reckon money to be the main chance in life and to gain it will stoop to many mean things.

2. These miners carry small tin lamps as they work in the mines.

3. The strikers will gain nothing by violence, but are likely to lose all chance of success.

4. Stately dames and gay lasses will dance all the old dances at the next ball.

5. The Spanish prince will wear the crown in due season.

6. The first, fast mail train came into town to-day at ten o'clock.

7. I think nine or ten men must have gone down into this mine since the fire was seen at the entrance.

8. As the blackberries ripen, they first redden, then blacken and shine in the sun.

9. If you never use due diligence in your work you will never earn your money.

10. There will be a fine crop of cotton south of Atlanta this season.

## LESSON 16.

## Final Hooks—the F-V Hook.

*F* and *v* are also represented by a small final hook written on the right hand and upper side of straight strokes only. It is read after the stroke and the vowel which follows it. When an *s* circle follows this hook it is formed distinctly within the hook.

### RULES FOR THE USE OF THE *F* AND *V* STROKES

The *f* and *v* strokes should be used instead of the hook:

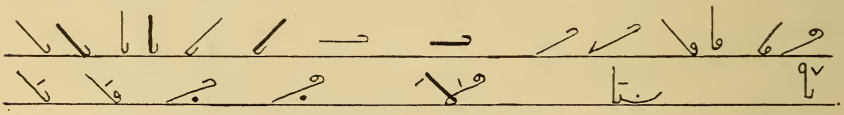
When it is the last consonant followed by a vowel.

When two distinct vowels come next to it.

When a vowel comes between it and the following *s* circle.

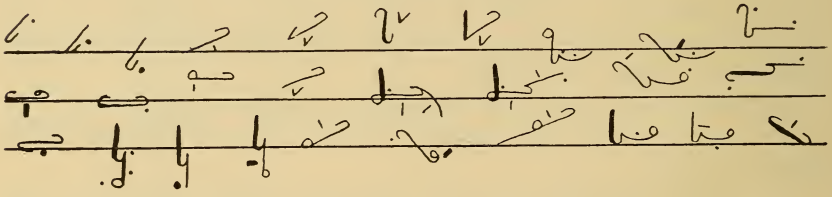
When it is followed by the *sez* circle, the *ste* or *ster* loops, and when the hook cannot be clearly indicated.

pf bf tf df chayf jf kf gf rayf hf



puff puffs rave raves observes toughen strife

### READING EXERCISE

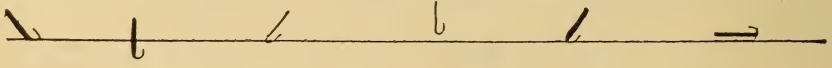


### WRITING EXERCISE

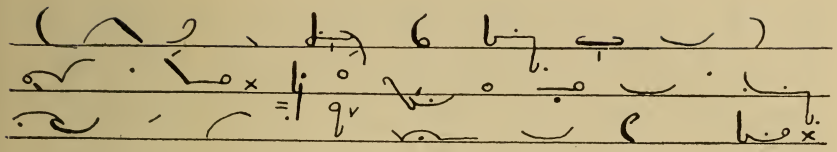
| | | | | | |
|---|---|---|---|---|---|
| discovers | discovery | devours | provoke | approves | defeats |
| craves | reserves | brief | bereave | serve | deserve |
| coffee | advise | rebuff | tough | striven | bravery |
| groves | gloves | coughs | derives | drives | achieves |

## F-V Hook Word Signs.

above differ whichever whatever Jehovah gave



READING EXERCISE



WRITING EXERCISE

1. I think they ought to pave the road for it is so rough.
2. He devotes the chief item in the paper to the defense of these brave men.
3. The natives of this province are sure to defeat all the other savages.
4. He derives much money from the sale of men's gloves.
5. David Dean, the sheriff, will make an attractive and effective speech on the tariff.
6. Whatever you do and whichever way you travel, be sure to observe the small things.
7. Differ as you may, above all things preserve peace.

## LESSON 17.

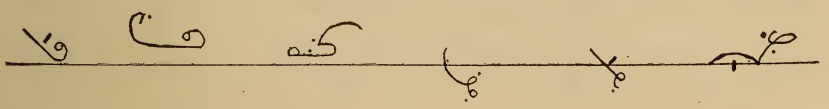
## Final Hooks—the Shun Hook.

The syllable *shun*, spelled *tion*, *sion*, etc., but pronounced *shun*, occurs so frequently that it is shortened into a large final hook on the right-hand and upper side of straight strokes and on the inner side of curves. The *s* circle following it is shown distinctly within the hook.

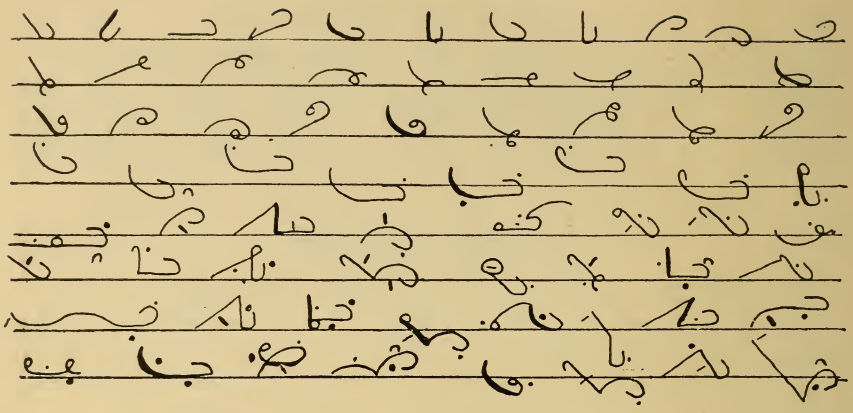
The *ish* stroke and the *n* hook are used when the only consonant sounds in the word or if two vowels come between the *ish* and the *n*.

Sometimes the syllable *shun* follows a stroke ending with an *s* circle or a loop, when it is shown by crossing the stroke after making the circle or loop and forming a small curl, called the *shun* curl. The *s* circle may be joined after this curl.

potions fractions sectional physicians position molestation



READING EXERCISE

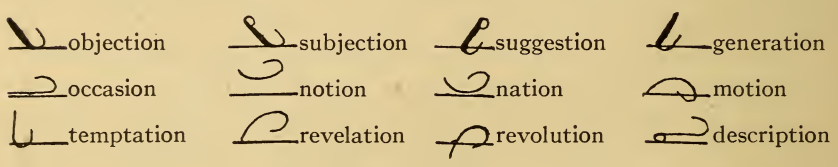


WRITING EXERCISE

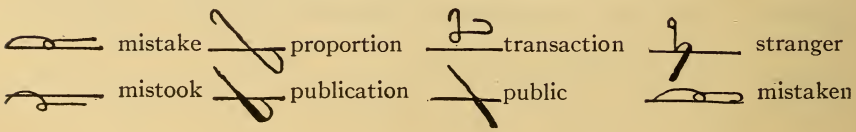
| | | | | | |
|---|---|---|---|---|---|
| infection | sections | omission | suspicion | location | faction |
| possession | oration | decision | option | collections | physician |
| eruption | dictionary | impression | manifestation | repression | reduction |
| suppression | irrigation | execution | application | intention | sessions |
| population | optician | junction | suspension | traction | affection |
| vocation | eviction | friction | cohesion | education | secession |
| donation | reception | fiction | destruction | supplication | animation |

## LESSON 18.

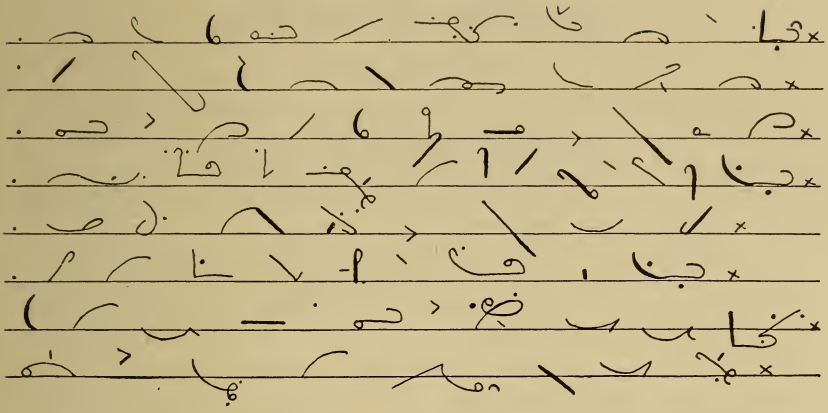
## Shun Hook Word Signs.




## Contracted Words.



## READING EXERCISE



## WRITING EXERCISE

The Clipper Automobile Works,
Toledo, Ohio.

DEAR SIRS:—

There is still some trouble in the action of the last machine I bought of your firm. At each revolution there seems to be a catch in the right rear hub which causes much vexation, as our repair man has been unable to remedy it.

If you have a man in this section of the State, he ought to come and fix it right away. If you have no man near enough, please write directions to me and suggestions as to how I can remedy the trouble.

It is to be used by a physician, and unless it runs smoothly I may lose the sale.

I think you are mistaken in your description of the cushions, or the mistake may be mine, as I looked over them in a hurry.

Please see to this as soon as possible.

Yours truly,

1. The people of this section make many objections to the excessive rate of taxation.
2. They all noticed the animation of the recitation and gave the best of attention.
3. He shows a disposition to lower his voice too much.
4. The action they took at the last session was against the advice of all.
5. The procession on the occasion of the public celebration was immense.

# LESSON 19.

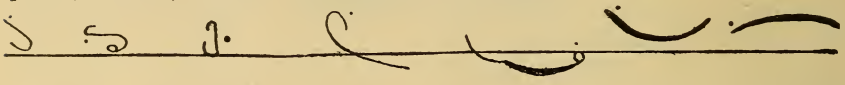
## Final Hooks—the TER Hook
## Double Lengths.

The syllables *ter, ther, tire,* etc., occur so frequently that they are represented by a large final hook on the left hand and under side of the straight strokes, but as the end of a curve can take but one hook of a size, it is made double its usual length for the addition of these syllables and for the syllable *der* in some cases.

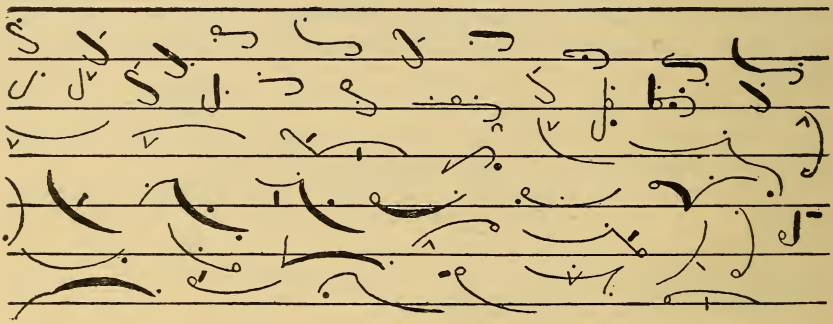
As the *emp* does not need these syllables after it, it is made double length for the addition of *er*. *Ing* is made double length for the addition of the syllables *ger* and *ker*. The *s* circle is joined to these hooks by making it distinctly within the hook.

The double length in each position should commence where the single length of that position commences.

patter, clatters, eraitor flatter, fingers, banker, amber.



READING EXERCISE



WRITING EXERCISE

| | | | | | | |
|---|---|---|---|---|---|---|
| lighter | exhibitor | rapture | stricter | navigator | alligator | loiter |
| fleeter | traitor | fodder | fatter | dissenter | literal | aster |
| interpose | patter | tinker | sinker | scamper | temper | tighter |
| slaughter | shutter | pamper | literary | obliterate | orderly | oyster |
| executor | internal | interfere | Waterloo | fraternal | cater | gutters |
| crater | scatters | elector | butter | Esther | entirely | damper |
| debater | blotter | daughters | alter | demonstrator | niter | saunter |

# LESSON 20.

## Ter Hook Word Signs.

writer rather

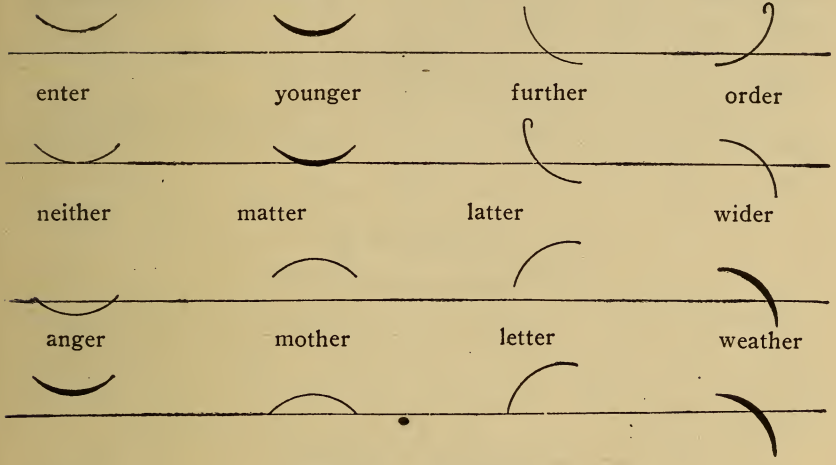
## Double Length Word Signs.

another longer father shorter

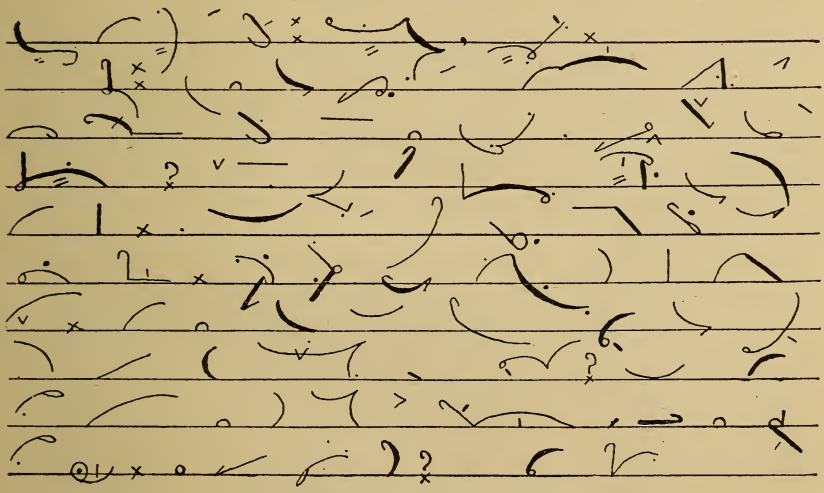
enter younger further order

neither matter latter wider

anger mother letter weather



READING EXERCISE



## WRITING EXERCISE

F. M. Salter & Brother,
Centerville, Missouri.

Dear Sirs—

If any of your men go to the city in November, will you please have them look up a caterer to give a dinner at the time of my daughter's marriage, the first of December.

Please learn the price for each person for a dinner of fried oysters, chicken, peas, celery salad, olives, water crackers, hot rolls and butter, sponge cake, peaches, grapes, and coffee.

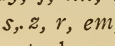
The decorations are to be in lavender and green, asters if they can be bought, or other flowers of those shades.

No matter how much longer it may take to serve, everything must be first class. I will have them use my table cloths, napkins, and china, but they must bring the other things along.

Yours truly,

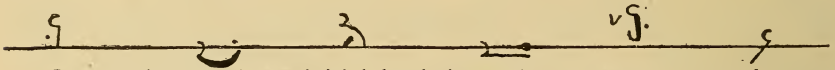
# LESSON 21.

## W Hook and Brief W.

A brief form for representing *w* is frequently used. A small circle is divided into two equal parts by a verticle line,  the left-hand side being used on the strokes *t, d, chay, j, ith, the, ish, zha* and *y,* and the right-hand side, *p, b, k, g, ray, f, v, s, z, r, emp, ing* and *w.*

The vowels are always placed to the stroke and not to the brief *w.*

wet wing wore week widen witch

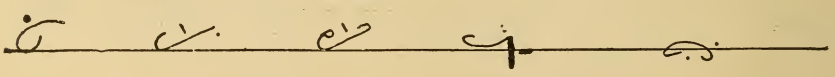


On *l* and *ray* a large initial hook is used to represent *w,* and on *m* and *n* a small initial hook. *M, n,* and *l* never take the brief *w,* but *ray* does in a few cases, as warrant and warrior. These four *w* hooks and the brief *w* are always read before the stroke to which they are written.

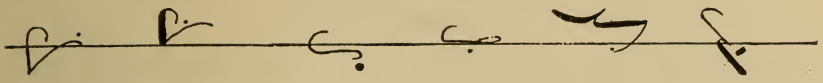
There are some words which have the sound of *w* following and blending with the strokes *t, d, p, b, k,* and *g.* In these cases the *w* sound is represented by a large initial hook on the right-hand and upper side of the stroke. On *p* and *b* it is used in foreign words generally.

The *w* stroke should be used instead of the hook or brief *w* when at the beginning of a word preceded by a vowel, or when followed by two distinct vowels.

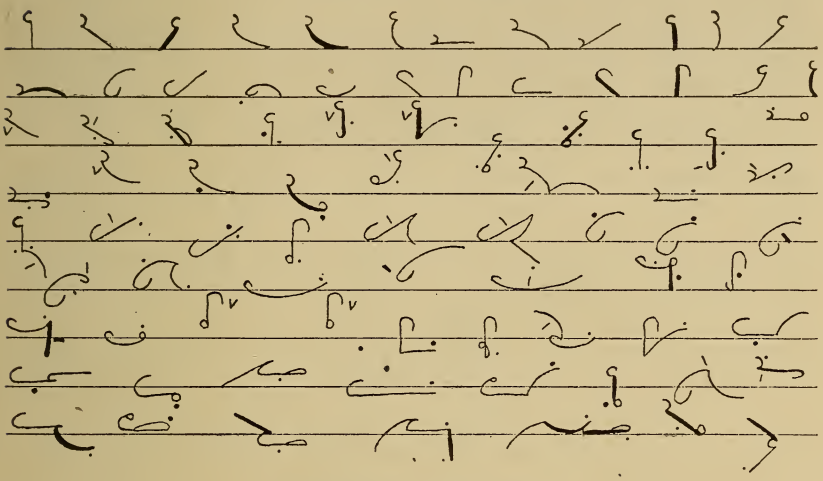
wail worry swerve window women



twill dwell queen quest anguish Pueblo



## READING EXERCISE



## WRITING EXERCISE

| | | | | | | |
|---|---|---|---|---|---|---|
| weed | wifely | Webster | wagon | wickedly | wellnigh | worthless |
| wail | wander | widely | wallow | languish | equation | Winchester |
| wooden | sequel | window | wolfish | Wednesday | quickly | sequester |
| quack | Walter | wages | swarthy | weariness | quinces | acquisition |
| bewitch | twist | windy | twinge | widower | beswitch | weekly |
| worm | bequest | twice | twine | twenty | outwit | aquatic |
| winter | wins | quake | quickens | Edwin | linguist | acquire |

## REVIEW

On which side of the strokes is the *r* hook written?
How is the circle *s* written to precede the *r* hook strokes?
Give the order of reading in such cases.
What can you tell about *ith-r* and *the-r?*
If a vowel comes between a stroke and an *r* or *l* hook, how is it written?
When should the stroke *n* be used instead of the hook?
How is the *s* circle written after the *n* hook?
Tell what you know about the *shun* hook.
What is the *shun curl?*
On which strokes is the *ter* hook used?
For what are the double lengths used?
Which strokes take the *w* hook, and where is it read?
What can you tell of the brief *w?*

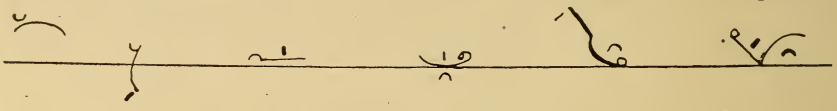
## LESSON 22.

## Brief Y.

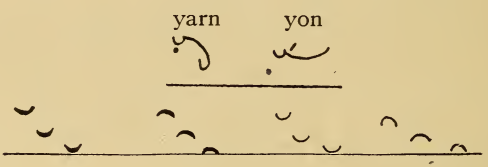
In a number of cases *y* is followed by a vowel with which it blends, the two sounds being represented by a small half circle, the circle being divided horizontally ⊖ , the upper half representing the dash vowels in connection with the *y*, and the lower half the dot vowels with the *y*, being made heavy for the long vowels and light for the short vowels, when not joined to the stroke. They are then placed in the vowel positions just as vowels are placed.

As a rule, they may be joined to the strokes as the brief *w* is joined, the lower half of the circle made light being generally used.

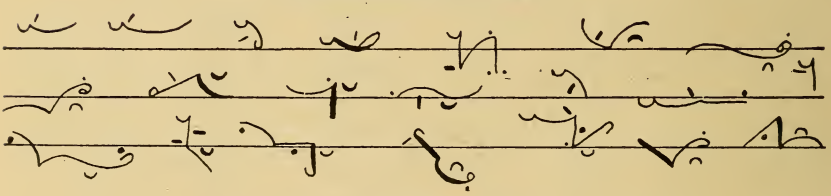
yam youth yoke onions obvious sapolio



yarn yon



READING EXERCISE



WRITING EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| ubiquity | oblivious | yokefellow | yarrow | yore | youngster |
| unity | universe | Unitarian | Utah | unite | youthful |
| yacht | sawyer | lawyer | palliation | filial | onion |
| ammonia | India | unique | mania | folio | alleviation |
| Armenian | copious | Fenian | millions | Arcadia | Italian |
| maniac | menial | spaniel | yearn | yonder | billion |

## W and Y Word Signs.

| | | | | |
|---|---|---|---|---|
| we | would | while | equal-ly | years |
| with | when | well | yet | beyond |
| what | one | were | year | you |

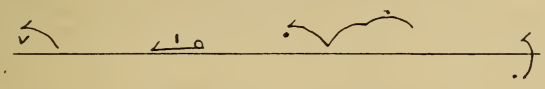
## LESSON 23.

### Brief Form for H.

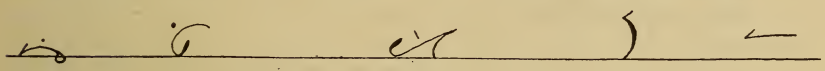
On the strokes *k*, *g*, *l*, *r*, *m*, *emp*, *w*, *s*, and *z* a small tick struck downward in the direction of *chay* is used to represent *h*. When *h* occurs in connection with the large *w* hook on *l* and *ray*, it is shown by thickening the hook.

In the middle of a word where the *h* tick or stroke cannot readily be joined, and the rest of the word indicates the presence of *h*, it may be left out. This tick is, in a number of cases, used to represent the word *he*.

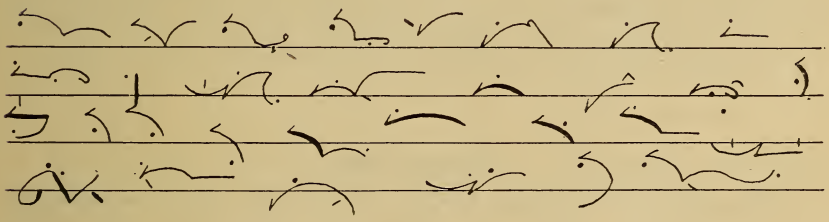
hire hoax Harlem hiss



hems whale whirl he was he can



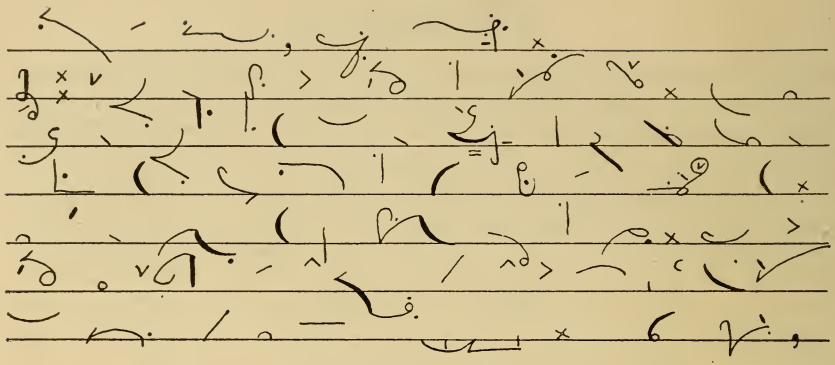
READING EXERCISE



WRITING EXERCISE

| | | | | | | |
|---|---|---|---|---|---|---|
| Hiram | whistle | huckster | hemlock | homelike | humanity | humane |
| harken | halter | wholesome | homespun | hireling | harpoon | hump |
| wheels | whisky | hamper | unhook | healer | helper | humility |
| whisp | harmony | howl | hectic | behave | upholster | hammock |
| homely | inhale | Bohemia | holiday | alcohol | helm | neighborhood |
| harness | hair | whilst | harmless | healthy | whey | wheelbarrow |

READING EXERCISE



WRITING EXERCISE

Webb & Winter,
Wheeling, Oklahoma.

DEAR SIRS:—

We enclose you price list of wheelbarrows and horse trucks. We wish to call your attention to our iron wheelbarrows for heavy work. We think there are none better in this line. Our horse trucks and farm wagons are in twelve sizes for heavy hauling.

Next week we ship to Mr. Walter Williams, of Winchester, twenty of our wooden wheelbarrows, which we will equip with extra wheels, so they may be used either with the wooden or the iron wheels.

We should like to hear from you at once, as we leave here in a week.

Yours truly,

## Exceptions.

There are a few exceptions to the rules previously given concerning the hooks, strokes, etc. These only occur occasionally when the form of the word makes it impossible to follow the rule given. As examples of this the following words may be noted:

facility vassalage monstrous eloquence

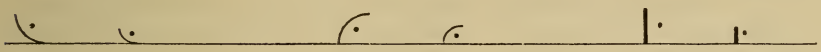
vestry Wilson answer officer

# LESSON 24.

## The Half Lengths.

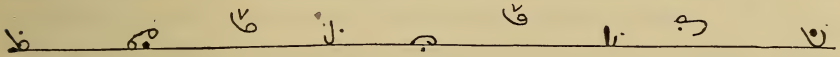
The sounds of *t* and *d* occur so frequently after other strokes that they are indicated by making the stroke preceding them half its usual length.

fay fate lay late day date



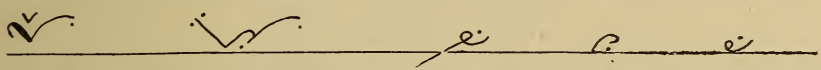
If a half length stroke ends with a circle or loop the added *t* or *d* is read before the circle or loop. If the half length ends with a final hook, the added *t* or *d* is read after the hook.

pets slates fights attend meant finds deft scattered patient



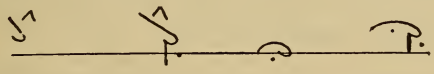
Strokes having initial or final circles, hooks, or loops may be made half length, and the half length may be used at the beginning, middle, or end of words. The sound of *t* generally follows light strokes and *d* heavy strokes, but this is not always the case.

brightly apparently recent lend sent



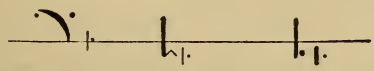
The syllables *ted* and *ded* are represented by half length *t* or *d* instead of adding a full length to the original form.

point pointed mend mended



*Ted* and *ded* sometimes follow a preceding down stroke with which they do not readily join. In these cases a detached half length *t* or *d* is written just after the rest of the word.

awaited doubted deeded



## Rules for Use of Full Lengths.

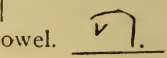
Half lengths should not be used.

1. When the only consonants in the word are *l* and *d* laid.

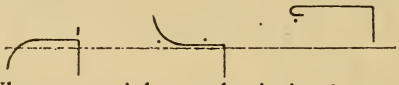
2. When *ray* is followed by *t* or *d* and there is no other consonant in the word. rate.

3. When there are two or more syllables in a word and only one consonant beside the *t* or *d*. diet piety poet

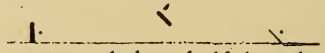
4. When *t* or *d* are the last consonants followed by a vowel. mighty.



5. When the half length cannot be clearly indicated in such cases as *k* following *f*, or upward *l*, *g* following *v*, or a straight stroke following itself. looked effect cracked



6. When a straight stroke is in the same position as a vowel word sign of the same form, is without a circle, hook, or loop, and is not joined to another stroke, the half length should not be used unless the vowel is inserted very carefully. debt bought pet



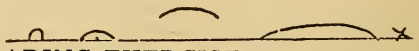
As *y*, *emp*, and *ing* are not needed as half lengths, *m*, *n*, and downward *l* are made heavy for the addition of *d* when necessary.

aimed owned failed

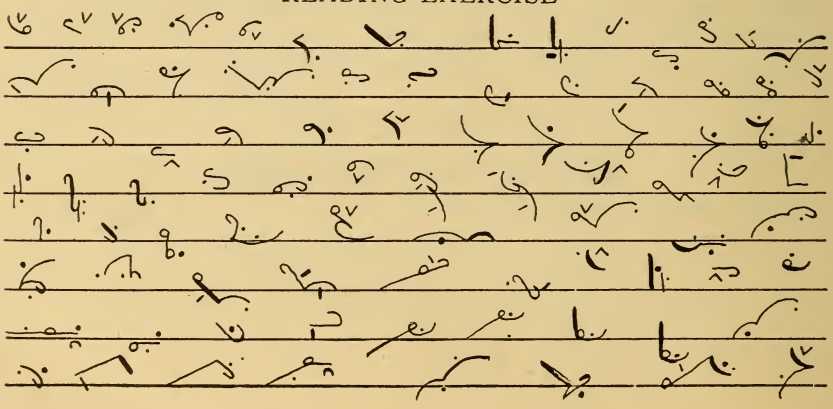
## Important.

The double lengths should be twice the length of the single lengths, the single lengths twice the length of the half lengths, and the half lengths twice the length of the vowel word signs.

You met my mother.



READING EXERCISE

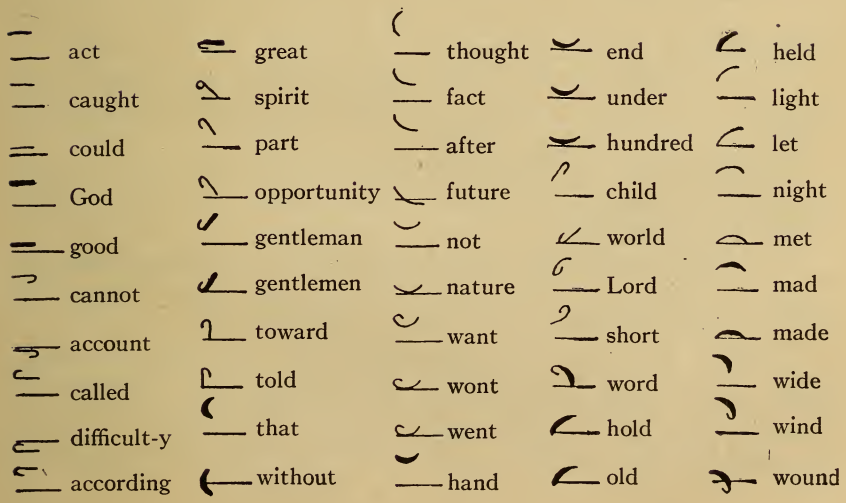


## WRITING EXERCISE

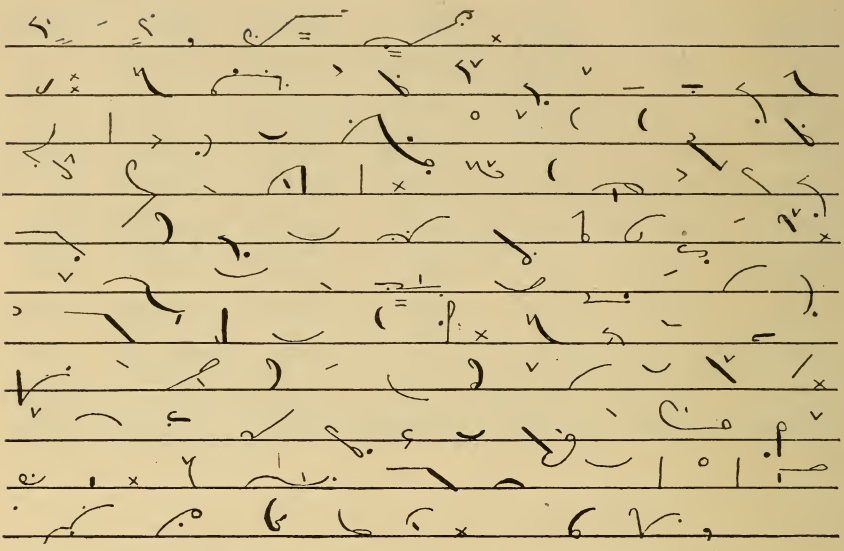
| | | | | | | |
|---|---|---|---|---|---|---|
| doubts | cheats | shreds | bride | offends | glad | gained |
| hunts | hurts | discount | pretends | attends | thunder | fold |
| hunted | hunter | advocate | defined | renewed | vacant | blunt |
| lender | elect | elected | mountain | gigantic | locate | folded |
| located | model | medal | jointed | silent | metal | hermit |
| flatly | reserved | dismayed | remnant | element | swayed | hired |
| medicate | aptitude | white | whet | solicited | lately | felt |
| fatal | molded | acted | fronts | multitude | selected | bereft |
| behaved | doubted | lights | revived | graft | deft | filled |
| remained | quaint | heartless | decided | cooked | filed | owned |
| designed | advent | promote | promoted | recent | resigned | slights |

## LESSON 25.

### Half Length Word Signs.



## READING EXERCISE



## WRITING EXERCISE

Lent & Hunter,
Detroit, Mich.

GENTLEMEN:—

We are in receipt of yours of the second of October, and are glad to say we have on hand all the goods and think they will meet your requirements.

We have all the late styles, and some of the old things which we have held from last year, if you are in need of any of them. These are all in good shape and not shop worn.

At present we are much crowded and will sell on long-time payments. There are some broken lots of dress goods in excellent shape that we will sell at bottom prices. Can you not use some of them?

Please let us hear from you about these things. Our agent, Mr. Alfred Kent, will be in your city soon, as he has just finished his September trip and is on his way home. Please present to him any points you do not wish to write about. You might give your future orders to him and we will give him credit for them.

Yours truly,

## LESSON 26.

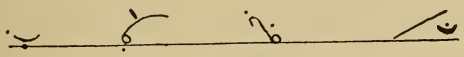
## Prefixes, Affixes and Abbreviations.

Certain syllables which occur frequently are represented by very brief methods, or by omission.

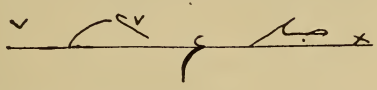
### PREFIXES

1. The prefixes *com*, *cum*, *con*, and *cog* are represented by a light dot placed at the beginning of the remainder of the word. If a consonant precedes these syllables, either in the same or in a preceding word, it is represented by writing the consonant which precedes the syllable near to the one which follows it.

cognate console compress recommend



I will comply with your request.

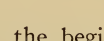


If the *com*, etc., should be preceded by a vowel, it is represented by the stroke *k* above the rest of the word. accommodate

2. The syllables *contra* and *counter* are shown by writing a small, slanting dash across the beginning of the word, but disjoined from it.

contradict

3. *Magni*, *magna*, and *magne* are shown by placing the stroke *m* above the rest of the word. magnify

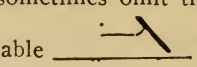
4. *Self*, as a prefix, is shown by placing an *s* circle near the beginning of the word, or after becoming familiar with its use it may sometimes be joined to the word. selfish self-important 

5. The syllables *in*, *en*, and *un* before *spr*, *sbr*, *str*, *sdr*, *schayr*, *sjr*, *skr*, *sgr*, *sl*, *sm*, *semp*, *ss*, *sz*, *sr*, *sw*, are represented by an initial *n* curl.

enslave insert unswayed

### ENDINGS

1. Words ending in *ity* or *ities* may be shortened by making the last consonant of the original word half length. affable affability

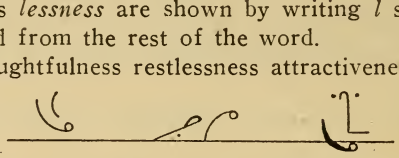
2. Words ending in *ble* and *bly* sometimes omit the *l* hook when it cannot be conveniently joined. actionable 

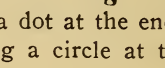
3. Words ending in *fulness* have these syllables shown by writing *f* stroke with the *s* circle disjoined or through the rest of the word.

4. The syllables *iveness* by writing *v* stroke and *s* circle through or disjoined from the rest of the word.

5. The syllables *lessness* are shown by writing *l* stroke and *s* circle through or disjoined from the rest of the word.

thoughtfulness restlessness attractiveness



6. Words ending in *bleness* have these syllables represented by writing *blns* joined to the rest of the word.  reasonableness.

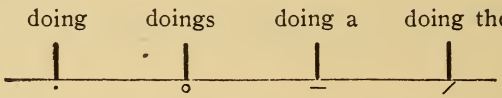
7. The ending *ing* is shown by placing a dot at the end of the word.

8. The ending *ings* is shown by placing a circle at the end of the word.

9. *Ing* followed by *the* is shown by writing a slanting dash at the end of the word.

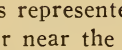
10. *Ing* followed by *a* or *an* is shown by a dash at right angles to the end of the word.

doing doings doing a doing the

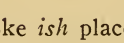


11. If the ending *ly* cannot be joined to the rest of the word it may be written through the word. openly

12. The endings *mental* and *mentality* are represented by *mn* half length disjoined from the rest of the word. detrimental sentimentality

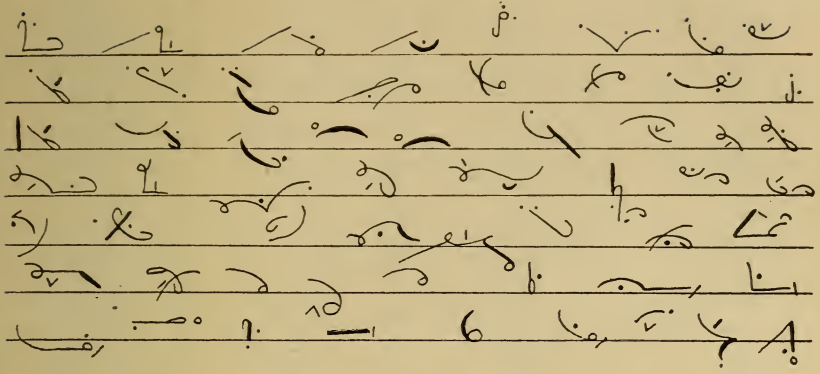
13. *Alogy* and *ology* are shown by writing the stroke *j* through the rest of the word.  theology

14. *Self* at the end of a pronoun is represented by a small circle and *selves* by a large circle, either joined or near the word.

 myself  themselves

15. *Ship* is represented by the stroke *ish* placed through or near the rest of the word.  hardship.

## READING EXERCISE



## WRITING EXERCISE

| | | | | |
|---|---|---|---|---|
| combine | combination | conceit | congregate | contract |
| congregation | accommodate | conjecture | mutability | conduce |
| inconsiderate | incongruity | complacent | recognition | recompense |
| insuperable | probability | irregularity | conspire | condolence |
| unscrew | instruct | headings | magnanimous | kindly |
| rudimental | friendly | herself | themselves | spreading |
| theology | insert | unseemly | compiling | counterpane |
| contradict | eldership | clerkship | surmountable | actionable |
| disconcert | cognate | counting the | making an | insomnia |
| recumbent | insulting | circumspect | incommode | jocularity |
| dating the | castings | thankfulness | combativeness | thoughtlessness |

## REVIEW

What do you know about brief *y*?
Which strokes take the left-hand side of the circle for the brief *w*?
Which strokes take the *h* tick?
For what word is it used in phrasing?
How do you represent *ing the*?
How do you write *cum* in the middle of a word or in a sentence?
Give the method of representing *fulness*, *lessness*, and *iveness*.

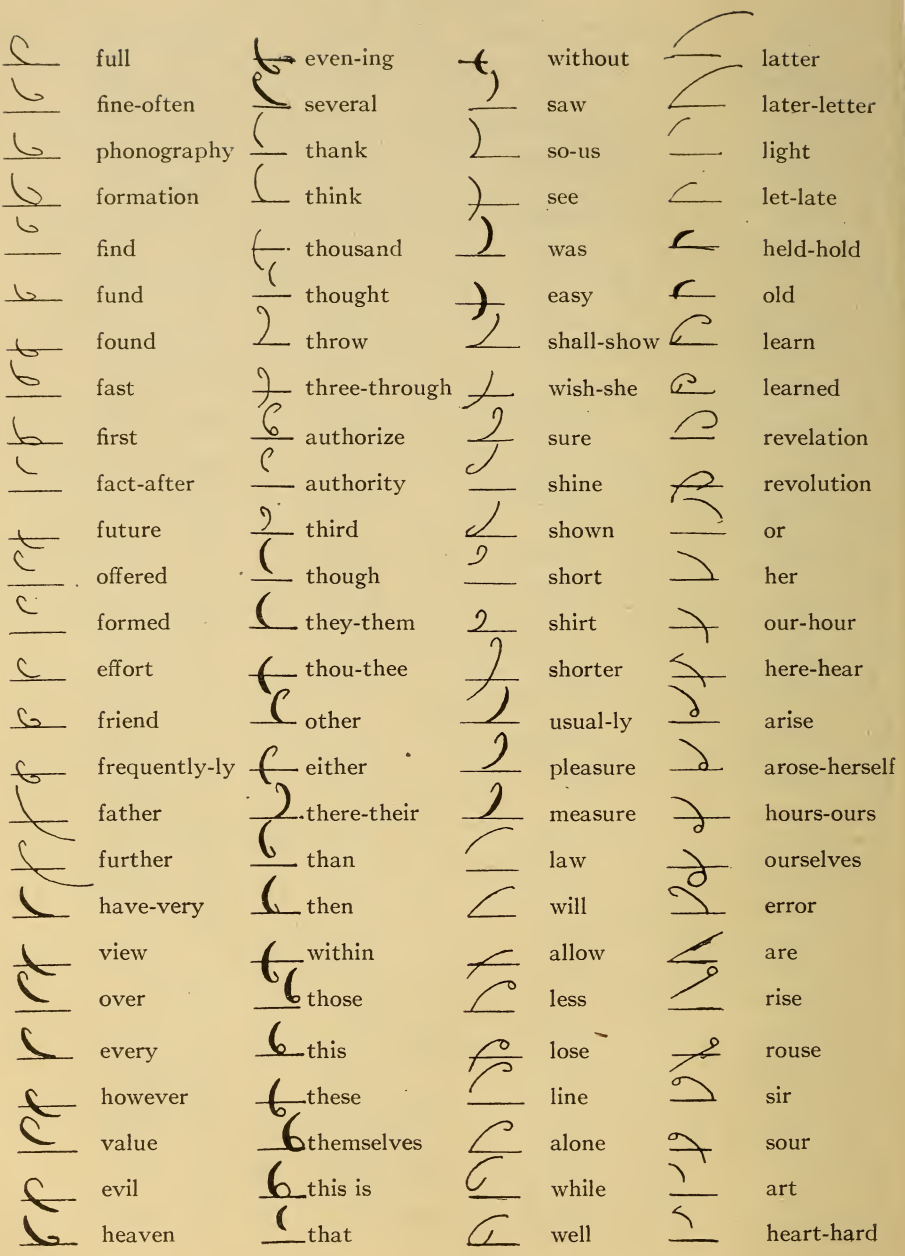
The pupil may now make out a chart showing all the consonant strokes with their circles, loops, and hooks attached. Take a sheet of ruled paper and rule it with vertical lines, placing the consonants in the left-hand margin, always keeping the same consonant on the same line of writing all the way across. The first column may be used for the *s* circle and then go on with a column for each appendage. It should be corrected by the teacher.

An examination should now be given.

## Word Signs.

a-an
the
ah
eh-aye
and
should
I in phrases
but
of
to
all
too-two
awe-ought
who-whom
O-oh-owe
before
I-eye-high
how
we
with
what
would
beyond
you
yet
year
as-has
is-his
happy
hope-up
put
practice
principal-le
apply
people
happen
upon
opinion
spoke
speak
spoken
possible
practiced
oppressed
surprise
express
experience
part
opportunity
spirit
by-object
be
to be
member
remember
number
belong
able
believe
combine
been
behalf
above
behind
bound
objection
subjection
subject
at
it
out
try
true
truth
tell-till
until
contain-ten
satisfy
city
sat
set
sit
whatever
temptation
advertise
it is
itself
circumstantial
circumstance
strong
strength
tried
toward
treat-ed
told
had
do-day
doctor
dear
during
dollar
deliver
deliverance

does
distinct
divine
differ
done
down
consider
considered
consideration
did
doubt-ed
hadn't
don't
didn't
condition
addition
edition
much
which
each
such
child
children
chair
cheer
chief
whichever
large
advantage
larger
danger
junior
largely
join
general-ly
religion
suggestion
Jehovah
generation
gentleman
gentlemen
religious
can
come
Christian
care
cure
call
coal
cool
equal-ly
question
cover
describe
Scripture
secure
description
caught-act
could
because
cause
comes
accuse
called
cold
conclude
difficult-y
according
court
cannot-kind
county
account
quite
quit
go-ago
give-n
degree
grew
glory
began
again-begun
begin
altogether
together
govern-or
gave
signify
significance
signification
God-got-guide
good-get
great
guard
agreed
glad
gold
half-off
for
if
form
offer
from
free
follow-ing


full
fine-often
phonography
formation
find
fund
found
fast
first
fact-after
future
offered
formed
effort
friend
frequently-ly
father
further
have-very
view
over
every
however
value
evil
heaven
even-ing
several
thank
think
thousand
thought
throw
three-through
authorize
authority
third
though
they-them
thou-thee
other
either
there-their
than
then
within
those
this
these
themselves
this is
that
without
saw
so-us
see
was
easy
shall-show
wish-she
sure
shine
shown
short
shirt
shorter
usual-ly
pleasure
measure
law
will
allow
less
lose
line
alone
while
well
latter
later-letter
light
let-late
held-hold
old
learn
learned
revelation
revolution
or
her
our-hour
here-hear
arise
arose-herself
hours-ours
ourselves
error
are
rise
rouse
sir
sour
art
heart-hard

hurt-heard
order
world
ruled
where-were
rely
real
rule
refer-ence
writer
rather
my-am-time
me-may
him
myself
himself
Mrs.
Misses
some-same
similar
somewhat
more
Mr.
mere
most
missed
mine-man
men
mean
mind
meant
amount
might
met
meet
mad
made
matter
mother
important-ance
improve-ment
sample
simple
impossible
improvements
on-any
in-no-own-know
now
new
nor-honor
manner
near
when
one-won
whence
once
honest
next-instant
unless
only
known-nine
none
union
influence
seen-soon
notion
nation
hand
end-under
hundred
need
not-night
nature
sent-cent
send
sound
want
went-wont
entire
enter
neither
long-language
thing-young
single-singular
anger-longer
younger
why
way-weigh-away
wear-aware
wane
wider-water
weather
wind
wound
wide
weighed
ward
word
your
yours
use-yourself
yourselves
he

## Phrasing.

In addition to the regular method of phrasing by the joining of words together, a further saving of time is made by using the circles, hooks, and loops, the halving and doubling principles to represent words. Words in certain phrases are also omitted sometimes.

Most curved word signs may be made double length for the addition of the words *their, there, other,* and *they are.*

Words may be made half length and the *n* hook added for the addition of the word *not.* See list of phrases.

The *r* hook is sometimes used to represent *are.*

The *l* hook is sometimes used to represent *all* and *wlll.*

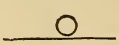
The *n* hook is sometimes used to represent *than, been,* and *own.*

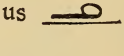
The *f-v* hook is sometimes used to represent *of.*

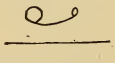
The *ter* hook is sometimes used to represent *there, their, other,* and *they are.*

See list of phrases.

If the word *in* is followed by a word commencing with the prefix *re,* the *in* and *re* are represented by an *n* stroke with the *r* hook.

The *sez* circle, the *s* circle, the *ste* and *ster* loops are also used in shortening words in phrases. is as,  this city

does there does it  gives us 

makes his as soon as 

The brief *w* is sometimes used for the words *way* and *away.*

The *h* tick may be used for *he* on the same strokes with which it may be joined in words.

A vertical tick is often used for *I.*

*You* and *year* are often inverted in phrasing.

In addition to the above methods of shortening, many other uses of the word-building principles are employed in phrasing.

## Intersections.

The word company is represented by the K stroke written through the name.

The word committee is represented by the T stroke written through the name.

The word society is represented by the S stroke written through the name.

The word department is represented by the D stroke written through the name.

The word association is represented by the Ish stroke written through the name.

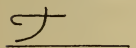
The word party is represented by the P stroke written through the name.

The word railroad is represented by the Ray stroke written through the name.

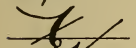
The word bank is represented by the B stroke written through the name.

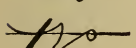
The word agent is represented by the J stroke written through the name.

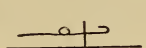
Cash Register Co.


Christian Association

Temperance Society

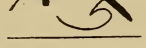

N. Y. Central R. R.


Insurance Agent


Executive Committee

Democratic Party

Literary Department


National Bank

In taking dictation the learner may now gradually drop the vowels, always being very careful to insert initial and final vowels unless the outline indicates the presence of a vowel. The vowels should be so well fixed in the mind that they may be inserted rapidly and correctly without any hesitation, when necessary.

All the word-building and phrasing principles should be so thoroughly learned that they may be applied instantly. Do not make the mistake of committing to memory endless numbers of contracted words and phrases merely as arbitrary signs, but notice the principle involved and learn to make your own contractions and phrases as much as possible, using the rules and numerous examples to guide you.

The student should not think time was being lost when he is required to write the same words and sentences over and over, as the ear, the eye, and the hand can be trained to act together in no other way.

## List of Common Phrases.

1. At their own expense, at once, at all times, at hand, a great deal, and though there is, all that is said, as far as possible, as soon as, as it may not be, as it was.

2. Anybody else, anything else, again and again, a great many, by all means, can there not be, Christian Association.

3. Day by day, do you mean, does not, dear sir, every one else, each other, for their own, for there is, from there, first class, find enclosed.

4. Gentlemen of the jury, give their attention, had there not been, have their own, how are you, he would not be, he could not have been, how could you, he was not.

5. He may not be there, he was there, I am glad, I am very glad, I do not know, I have been, I am not, I shall have, I may not be there.

6. I shall be, I think there is, I will not be there, I am in receipt, I shall be obliged, I will be able, I wish there, I trust.

7. In reference, in regard, in relation, in respect, in reply, in receipt, it is not, it is said.

8. It will not be, instead of, in all such cases, in all cases, in that way, in their way, inside of, in your own.

9. If you will, just as, ladies and gentlemen, less than, longer than, Mr. Chairman, Mr. President.

10. My dear friend, my dear sir, more and more, more or less, nobody else, no doubt.

11. On their part, of your letter, out of town, one or two, one day after date, out of the way, point of view, please send, price list.

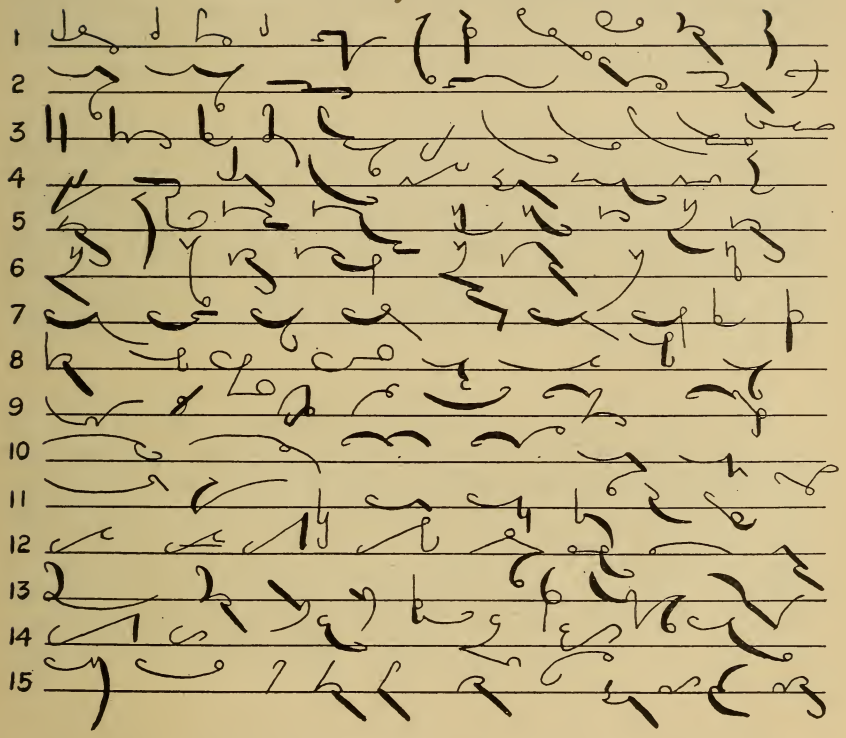
12. Railway, railway company, railroad, railroad station, respectfully yours, six or seven, some other, should be able.

13. There is another, there may not be, to be sure, two or three, Tuesday afternoon, this city, very truly yours, way bill.

14. We are ready, we are not, we have been, we ship you, we were there, whenever there is.

15. When I was there, when there is, which are, which may not be, which will be, will not be, while there is, who would not be, you are not, your favor, you will not be there.

## List of Common Phrases.



## Speed Practice on Short Words and Word Signs.

Write this over and over until it can be written at the rate of ninety or a hundred words a minute without errors.

1.

I shall be happy to be with you if you pay me for all I may happen to do for you upon any particular opportunity. I shall have much pleasure to see you and every member put in a good position and in possession of an advantage by which you may be free to gain your bread in an easy way and pass your days in peace. Act according to principle, I pray you, and do to others as you would have them do to you. Be sure to tell the truth because the truth ought always to be told toward God and man.

2.

If we do not always try to tell the truth, few will believe us when we speak what is true in a case of special importance. Oh, what a boon it would have been to this age and generation if men had always tried to combine the good and the true in everything they did. It is to be remembered that no one is able to build his belief on what he thinks is not true and for which he thinks no proof can be given. In the language of Scripture, we should "prove all things" and with holy awe do that which we know to be good.

3.

Mr. Smith is a well-bred gentleman, who, though broad in his views, had often much difference of opinion with several other gentlemen about the improvements in phonography. Thy all thought that phonography might be improved, but there was a difficulty in the way owing to this, that each would improve it from his own point of view. My dear doctor, during these three years I have thought to draw information from you as an author, but either on account of my want of understanding or some other cause I cannot gain instruction. Acts of religion generally give joy to those who in a true spirit join in them. Again and again have I known this.

4.

Religious men in all ages have ever had joys of their own. Let us glory in those good things which are given to us in Christianity. The first principle of the Christian religion is to acknowledge the Lord to be the true God, and how can we come to a knowledge of Him without His Holy Word which is given for our instruction in the things of God. I cannot account for that kind of gold coin which you have shown me. It is not that of our Queen. I have to acquaint you that it is quite base and not at all equal to what it should be.

5.

Three men tried to throw a great weight over a high arch and at the third throw it went through the arch. Though I might give this to thee, yet I would not give it to those who would abuse it. Thou art the very man I want. Let me see. Thou shalt have honor for thy word is sure. This is what I wish to tell thee. Mind thou thyself and let others mind themselves. These are mine and those are thine. They went from us for their thought was not to go any further. I had a letter from their mother at the latter end of the year, and if there had been anything the matter she would have told me.

6.

The order was that neither you nor I should enter there nor go in their way. What sight is this? Is it the city itself? Is it as it was when I was there, and has it the building in honor of the Queen? I shall set myself down in the yard and sit as you sat and so I shall see what you saw. The one way is as good as the other. As is the one so is the other. This youth has his soul at ease as usual. His is great pleasure as has been my own.

7.

I told the lean man who goes on that line that I would thank him for the mere loan of his seal, but he has not sent it up. I find that he did not send it, for he found that it was not sound, but I have another. I shall be somewhat eased if you show me whose it is. What is to be has to be, and what is not to be has not to be. The young man I met at a meeting of the temperance society was too mean to join it and went to a public house and made himself mad with wine.

8.

He was all night under its influence and from its nature it put him in a mood for more, but there was none at hand though he should die. Good Miss Lee would urge him to improve himself and put away his wines, but he would not and she cannot win him over. Ah, one's wines may cause difficulty. The law of the glorified Lord of heaven above is our light. The laws which men draw up for themselves are of less importance. The Lord, however, allows them when they do good. It is of importance to know the difference of our from your and ours from yours.

9.

I told every child to sit in his chair till the chief should choose a rose for each and then to rise and give him a cheer. If the thing pays each shall have his own, whatever it may be, though the fund may not amount to more than a few pounds. Whence do ye come and whither are ye going? If able, my father and I will go with you, and whether we go or not the way is open to you. I am glad you have given us the liberty to meet within your house as often as we choose, and it does not signify or is not very important what hour or hours we choose.

10.

They are gone away. It was done two years ago, but in a different way; I do not remember by whom. In general, the piece is not difficult to play. Do not think it wont be of any use to try. The improvement which you offer is easy to apply and I cannot even conceive why it is impossible to allow a knowledge of it to be published. Till it is tried all the advantages will not be known. Such is his opinion and I believe it myself. If he wins I will call again. After what has happened all such as have for their own good joined will be known.

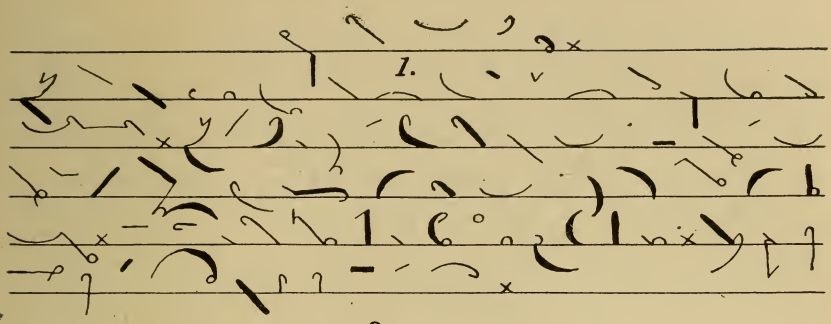
11.

If we had half the strength of that nation we should be very strong. The wind was very high on that day. I will show you the principal city, which is very near, while you are with us. This one is called large, but that is larger. The letter at his house had not been opened then or their secret would have been found out. I was sent off for a short while. Do you owe much? Oh, yes. How much? Two pounds. If there is a will there is a way and every phonographer who knows his art well could do something to publish a knowledge of it.

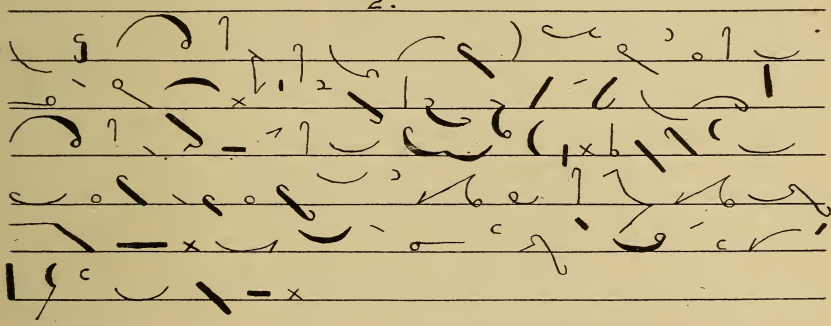
12.

My dear pupils, you will find in these exercises more than one-half of the words in general use by speakers and writers. You should study them with great care and not try to write anything else until you can write every word with speed and accuracy. Read over everything you write and be sure that your words are written in the proper positions. When you can write at the rate of sixty words a minute, you should have some one read to you, gradually increasing the speed until you can write a hundred words a minute.

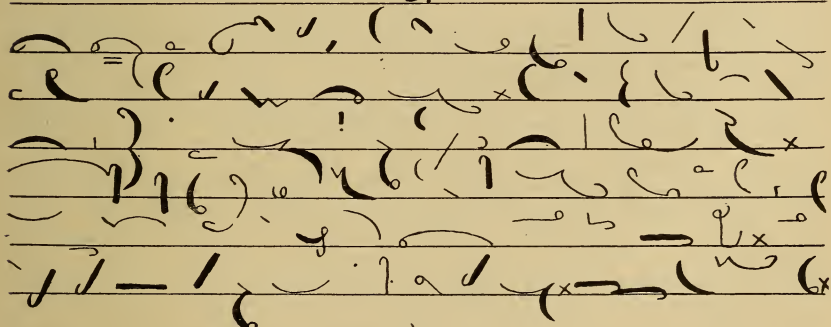
1.



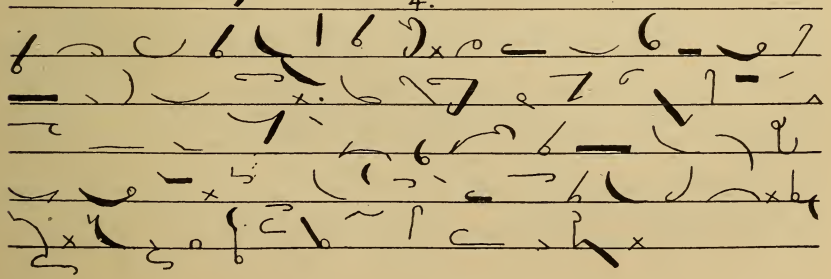
2.

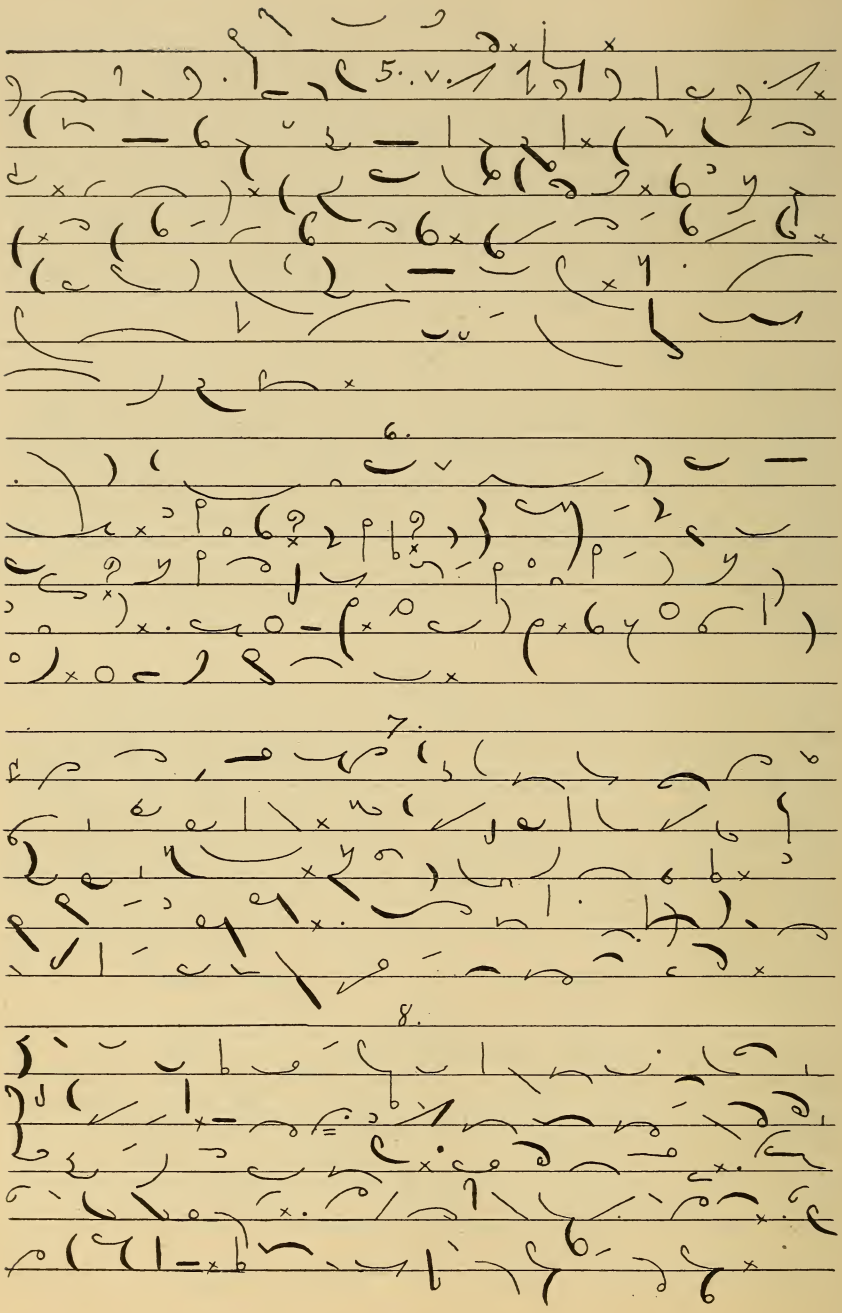


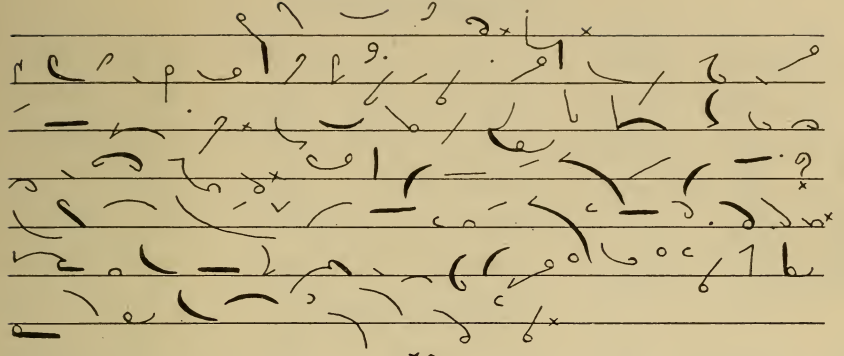
3.



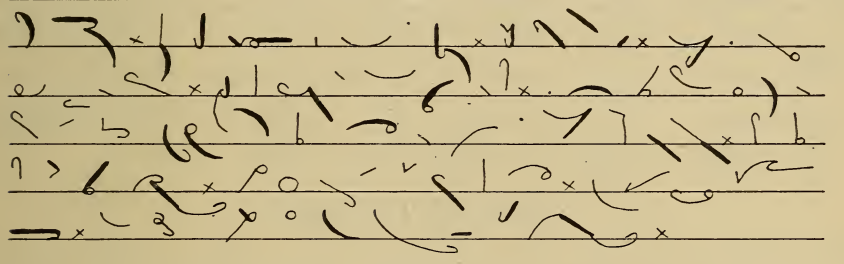
4.



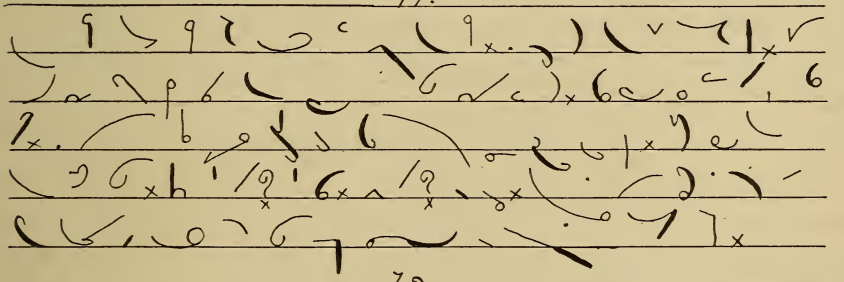




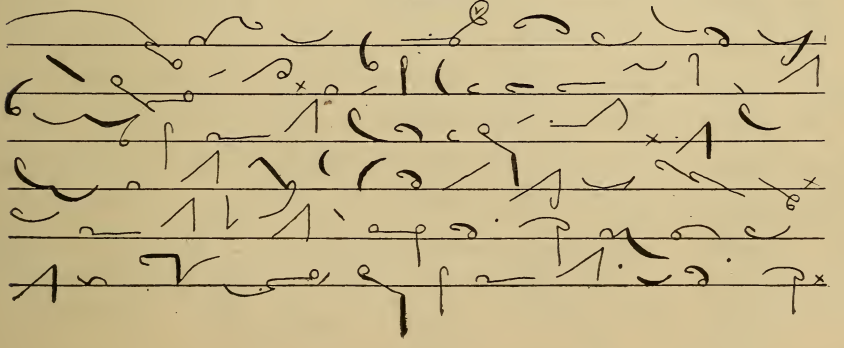
70.



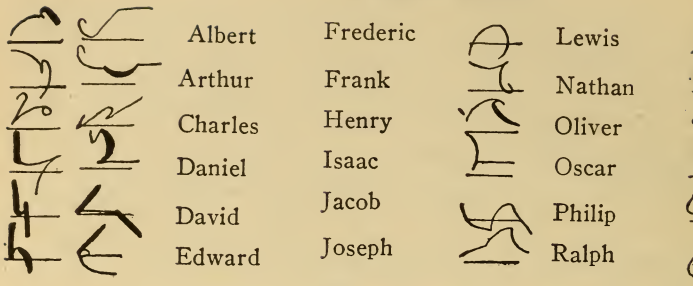
77.



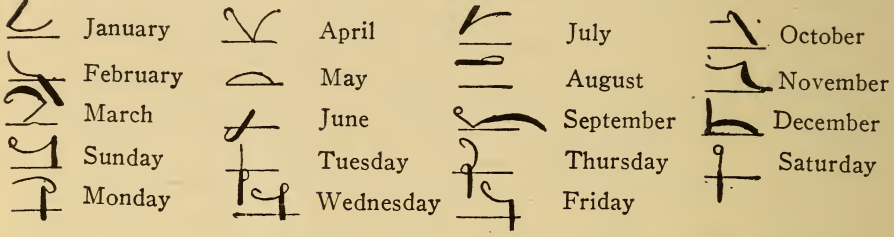
72.



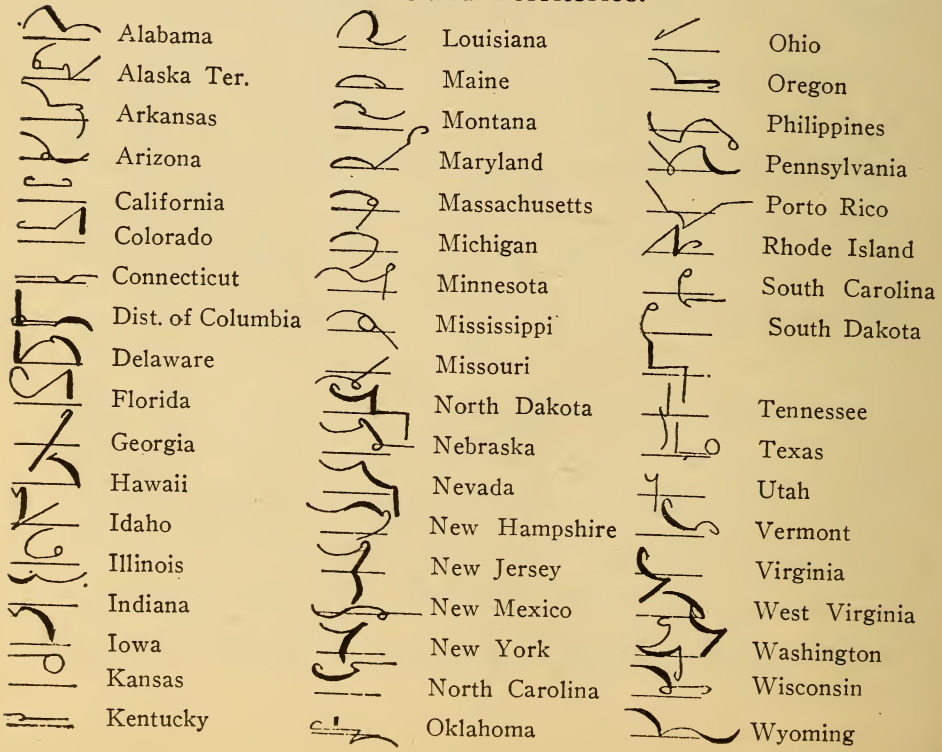
## Proper Names.




## Months and Days.

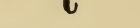



## States and Territories.

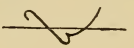


## Cities and Countries.

## Contracting.

Aside from the word signs, there are other words of shortened form called contracted words. As a general thing the accented or more important part of the outline is used to represent the word, but other means of shortening are also employed. Sometimes there are two or more words having the same accented syllable and same position. In cases of this kind one of the words is represented by some syllable that may not be accented, as difficult  difference 

The *n* hook is sometimes left out in the middle of a word, especially when followed by the syllable *ment,* as assignment

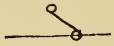
The endings *ficient, ficiently,* and *ficiency,* are often represented by *f-ish.* proficient  efficiently.

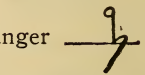
The *ste* loop is changed into a circle in some cases. testimony

Some words drop the middle syllable.

burdensome acknowledge

Words commencing with the syllable *ex* often drop the *k.*

expense 

The final and initial hooks occurring together in the middle of a word cannot be joined and one of them is often dropped. stranger 

Many words ending in *tive* or *ful* have these syllables shown by the *f-v* hook. In some cases when *k* precedes *tive* it is also left out.

careful instructive

Many words having the *tion* or *ter* hooks following *k* drop the *k.*

instructor instruction

A word with its different endings is often represented by the same outline. impartial impartiality

## Numbers.

1, 2, 3, 6, 7, 9, 10 should be written in shorthand, and 4, 5, 8 with the figures when they are alone, but a large number of several figures should not be written in shorthand. Million, thousand, and hundred should be written in shorthand.

## Contracted and Special Forms.

1. Advantageous, attractive, appointment, anybody, apprehend, abundant, acknowledge, argument, astonishment, advertiser, assembly, advertisement.

2. Acquaint-ed-ance, baggage, belief, business-busy, bankrupt, bankruptcy, burdensome, certificate, comprehend, change, certain-ly, convention.

3. Custom, commercial, citizen, cross-examine, cross-examination, capable, confidential, collect.

4. Collection, catholic, character, captain, correct, correction, correspondence.

5. Customer, delinquent, democrat, democratic, determine, develop, defendant, deficient, essential, English, extraordinary, electric-al-ly.

6. Especial, emergency, efficient-ly-cy, indispensable, investigation, irregular, immediate-ly, intelligent, impartial-ly, journal, knowledge, length.

7. Landlord, liberty, locomotive, mortgage, magnanimous, memorandum, magazine, mercantile, merchandise.

8. Manufacture, manufactory, manufacturer, nevertheless, nobody, notwithstanding, neglect, negligence-ent.

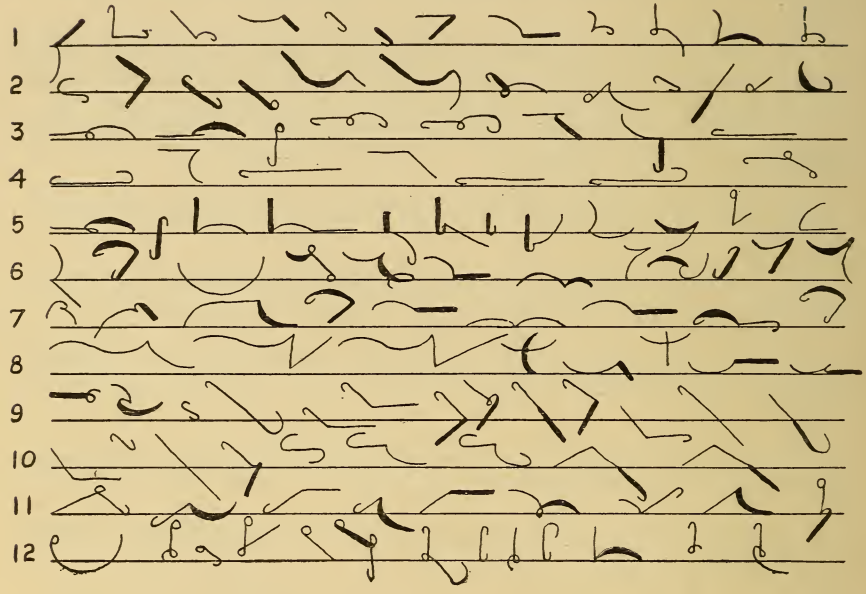
9. Organization, ordinary, plaintiff, proportion, particular, practical-ly, prejudice, passenger, probable-ly, project, pecuniary, property, publication.

10. Peculiar, profit-private, popular, privilege, quarter, qualify, qualification, republican, republic.

11. Respective, relinquish, reluctant, relative, regular, resemble, return, reverend, stranger.

12. Sufficient-ly-cy, satisfaction, superintendent, satisfactory, special, substantial, transportation, telephone, taxation, twelve, temperance, transaction, transform.

## Contracted and Special Forms.



## Letters.

William M. Quinn, Esq.,
Supt. United States Steel Co.,
Wilmington, Del.

DEAR SIR:—

I fear the price you quote me on the large steel tanks will not be low enough to leave me any profit. Perhaps you made a mistake in your estimate, as the price is not according to your price list.

Please send reply immediately after investigation, for we cannot wait any longer than the first of the month as we have another project on hand which will take all our time for the next six months.

Yours truly,

Ohio & Mississippi Steamer Co.,
Cincinnati, Ohio.

GENTLEMEN:—

We wish to ship all our fruit by steamer this year if we can make satisfactory arrangements as to fast time and first-class service.

We will have an efficient man to go with the fruit and look after the transportation to and from the boat. He will also see that it is handled carefully, if you will allow him to manage the men.

No doubt, we may sometimes want to stop at out-of-the-way places where you may not be in the habit of landing, but we often get our best fruit at such places.

Please let us know where we can meet one of your agents and talk the matter over as to terms, etc.

Yours respectfully,

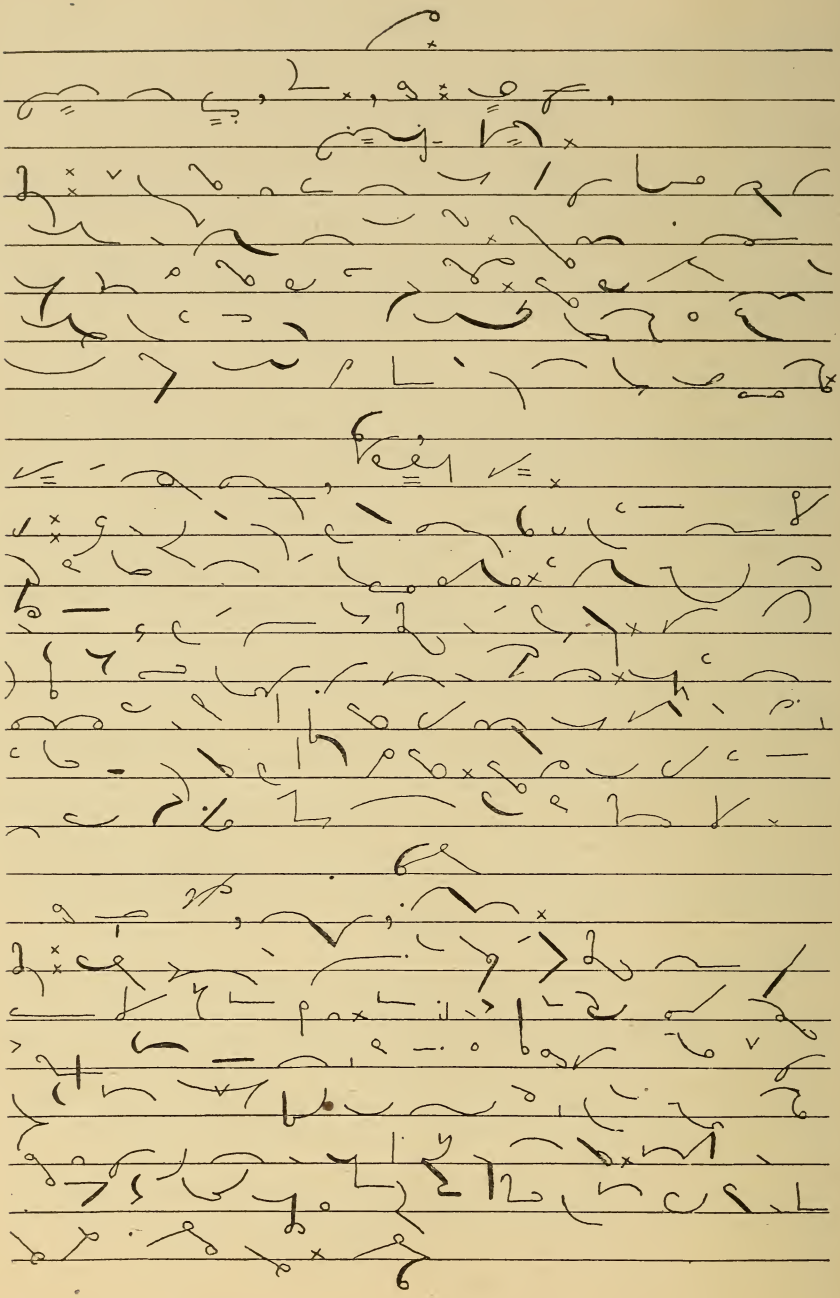
Supt. Coast Short Line R. R.,
Mobile, Alabama.

DEAR SIR:—

In respect to the matter of looking after passenger and baggage transportation, making change, collecting, etc., I think I can suit you. I can attend to all the duties of an ordinary secretary, irrespective of the particular department that may be given me, but as to acting as superintendent of the whole office, I still feel that I am entirely deficient in many points, but, if after a few months' experience, you still wish me to undertake it, I shall be glad to do my best.

I am ready to acknowledge that the financial inducement is especially attractive if I am only able to take possession of such a responsible position.

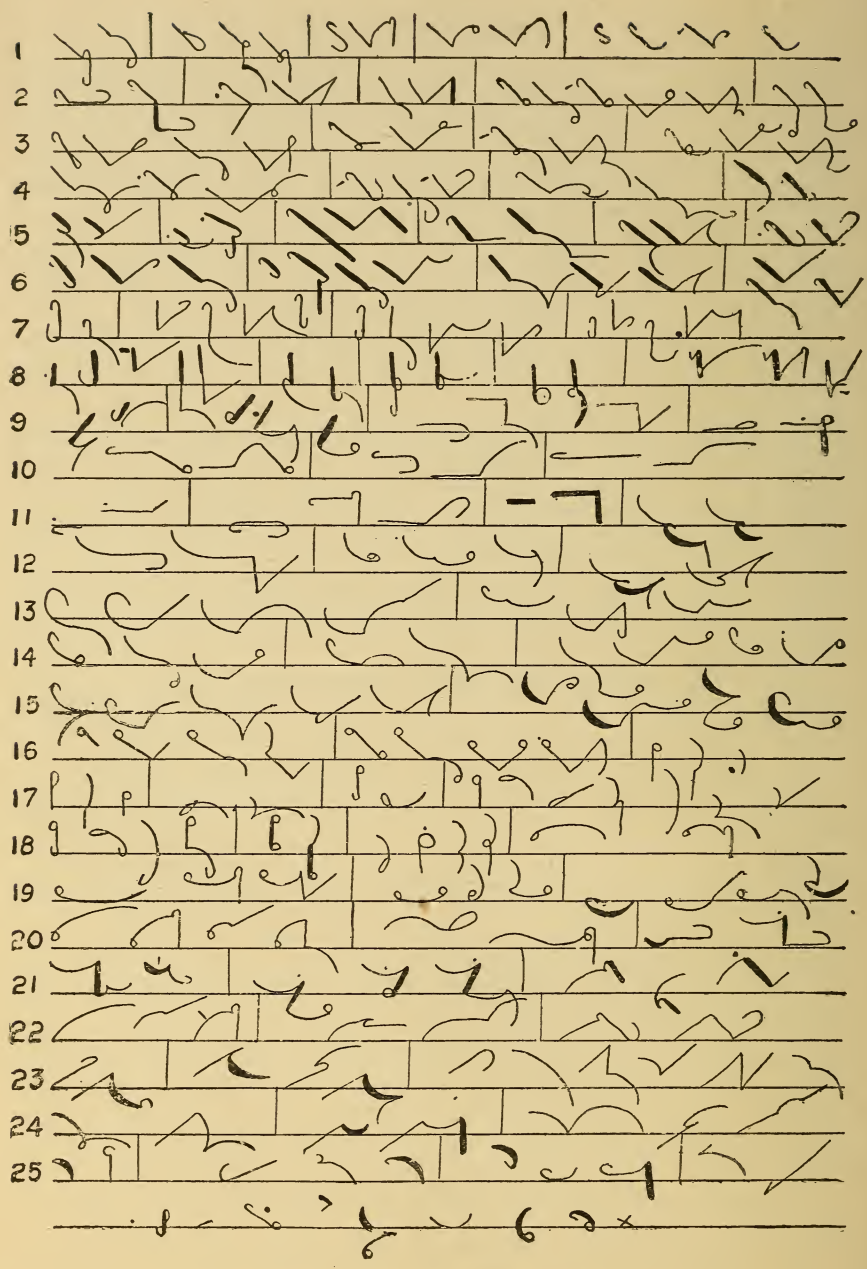
Respectfully yours,



## Distinguished Words.

Groups of words having the same consonants and sometimes the same vowels and position, are varied in outline to distinguish one from the other, almost without exception following the word-building principles previously given, although in a few cases in order to make the distinction, a rule has to be broken. The learner should place all the vowels in these words in practicing them, unless the form is a word-sign.

1. Patron, pattern—pastor, pasture, pastry—plotter, paltry—palace, policy—plant, planet, opulent, pliant.
2. Protection, production—approach, perch—paired, parade—prose, purse, oppress, peruse, pursue—pretense, prettiness.
3. Priest, perused, pierced, pursuit—prosecute, persecute—oppressor, pursuer—present, per cent, pursuant.
4. Parcel, appraisal, perusal—oppression, portion, operation—prominent, permanent—bias, abase.
5. Binder, bindery—abundant, abandoned—bribe, barb—break, bark—breath, birth—abrasion, aberration.
6. Bran, barren, barn—brand, brandy, burned, baronet—barley, barrel, burial—brewer, borrower, brewery.
7. Traitor, trader—tariff, trophy, terrify, trough—train, torn, tyranny, tureen—trained, tyrant, truant, eternity.
8. Editor, debtor, auditory, deter, dietary—defray, devour—destine, destiny—decease, disease—idolator, idolatry, dilatory.
9. Genteel, jointly—joins, agency, genius—cutter, catarrh, coterie—coast, exceed.
10. Claps, collapse—clatter, colter—clock, calico.
11. Accrued, accurate—creature, creator, curator—guide, gaudy—favorite, favored.
12. Factor, factory—fines, affiance, fancy—funeral, funereal.
13. Flour, flowery, feeler, foolery—frighten, fourteen, fortune.
14. Phrase, force, furious—frame, farm—fairness, furnace, France, conference.
15. Frail, freely, fairly, ferrule, furl—violence, villainous, vileness, evilness.
16. Sprite, separate, spared, aspirate—suppress, spares, spurious, conspiracy—suit, suet, east.
17. State, estate, seated—steam, esteem—satin, stone—stray, star, story, astray, oyster, austere, estuary.
18. Strain, stern, eastern, Saturn—sides, acids—assist, consist, essayist, society—smatter, cemetery.
19. Center, sentry, century—sense, essence, science—sooner, scenery, sneer, assignor.
20. Slaughter, sultry, solitary, solitaire—monster, ministry—indication, induction.
21. Indefinite, undefined—ingenious, engines, ingenuous—labored, ill-bred, elaborate.
22. Later, lottery, ultra—local, locally—repression, reparation.
23. Rough, review—rival, roughly, reveal—writer, orator, retire, artery, rotary, ardor.
24. Resume, reassume—renewed, ruined—earlier, ruler, railery.
25. Wait, wet—worry, wore, wear—wind, went, windy—hire, hero.



## Additional Phrasing Principles.

Phrases are formed by the joining of words, by the use of the word-building and shortening principles, and by the omission of connective words.

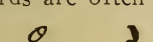
Sometimes phrases are written in two parts when there are two or more of them having the same outline and the same word at the beginning. The one which has the first and second word in the same position is written with the words joined together, but if the first and second words are in different positions they are separated. in any way.

in no way.

Sometimes when a word is repeated with a connective word between, the two words are written close togther, but not joined.

time after time,

Words are often represented by different forms in different phrases.

as it is, 

A phrase is generally in the position of the first word, but when there are two or more phrases having the same outline, the first word being the same in all, and the second word determining the meaning, the phrase is placed in the position of the second word. I wish,  I shall.

*Mr., Mrs., Miss,* and the ticks for *he* and *I,* are written to the position of the following word.

The circles, hooks, and loops represent the same words as the corresponding letters of the alphabet represent. As the *l* stroke represents *will,* so the *l* hook also represents the same word.

## The Use of Hooks, Circles and Loops in Phrasing.

The *r* hook may be used for *are, our, or,* and some times *were.* It may also be used on *in* for the syllable *re.*

The *l* hook may be used for *all* and *will.*

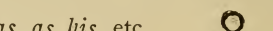
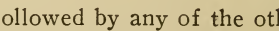
The *n* hook may be used for *an, been, one, own, than,* in a very few cases for *and,* or if the stroke is made half length for *not.*

The *f-v* hook may be used for *of, have,* and *forth.*

The *ter* hook may be used for the addition of *there, their, other,* and *they are.*

The initial *n* curl is used in some cases to represent *in.* It may also be used at the end of a word to represent *than* if not needed for the *shun curl*

The *s* circle, in addition to being used for the four word signs, *as, has, is,* and *his,* may also be used for *us.*

A large circle in the first position represents *as* or *has* followed by any of the other *s* word signs, as, *as has, as his,* etc.  In the second position it represents *is* or *his* followed by any of the other *s* word signs, as *his is, is as,* etc. 

The *ste* loop is some times used to represent *is it* and *as it,* and the *ster* loop to represent *is there* and *as there.*

If a word begins with an *s* circle and is preceded by an *s* word sign, or if it ends with an *s* circle and is followed by an *s* word sign, this sign is often prefixed or added to it by making the circle large. The word *it* may be added by changing the circle into a *ste* loop and the word *there* or *their* by changing it into a *ster* loop. The large circle is also used when two words are joined, the first ending with the *s* circle and the second commencing with the circle. The *ster* loop is also used sometimes to represent *stair* and *store.*

The *w* hook in a few cases is used to represent *we* and *with.*

The brief *w* in phrasing is often turned in either direction to make convenient joinings. It is also used sometimes to represent *way* and *away.*

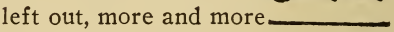
There are a number of other shortening methods which may be used by experienced shorthand writers that are not advisable for beginners, but some of them are given here for future reference as the proficincy of the student increases.

The hooks are used to the vowel word signs to represent words just as they are used on strokes.

A double length may have *there* or *their* added by making it triple length.

A straight stroke ending with a hook may sometimes add *there* or *their* by being made double length.

Strokes may be made half length for the addition of *it, had, ought,* and *would.*

Sometimes an unimportant word is left out, more and more 

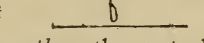
*After, and, of, to, for,* etc., are sometimes left out in this way.

*Of the* is omitted and the words on either side of it are written close together to indicate the omission.

The *n* hook is sometimes left out in the middle of a phrase where it cannot easily be joined.

The *ste* loop is often changed to the *s* circle in the middle of a phrase.

The *f* hook is often used to represent *after* by halving the stroke to which it is written, as day after day

Reporters often change words to their original forms in certain phrases, as downward *r* for the word *are, l* stroke for the word *all, ste* loop for *first* is sometimes used, as *at first*  The stroke *the* is made dougle length to represent *the other,* the *v* stroke half length for *of it, z* stroke half length for *as it, was it,* and *is it* in the three positions.

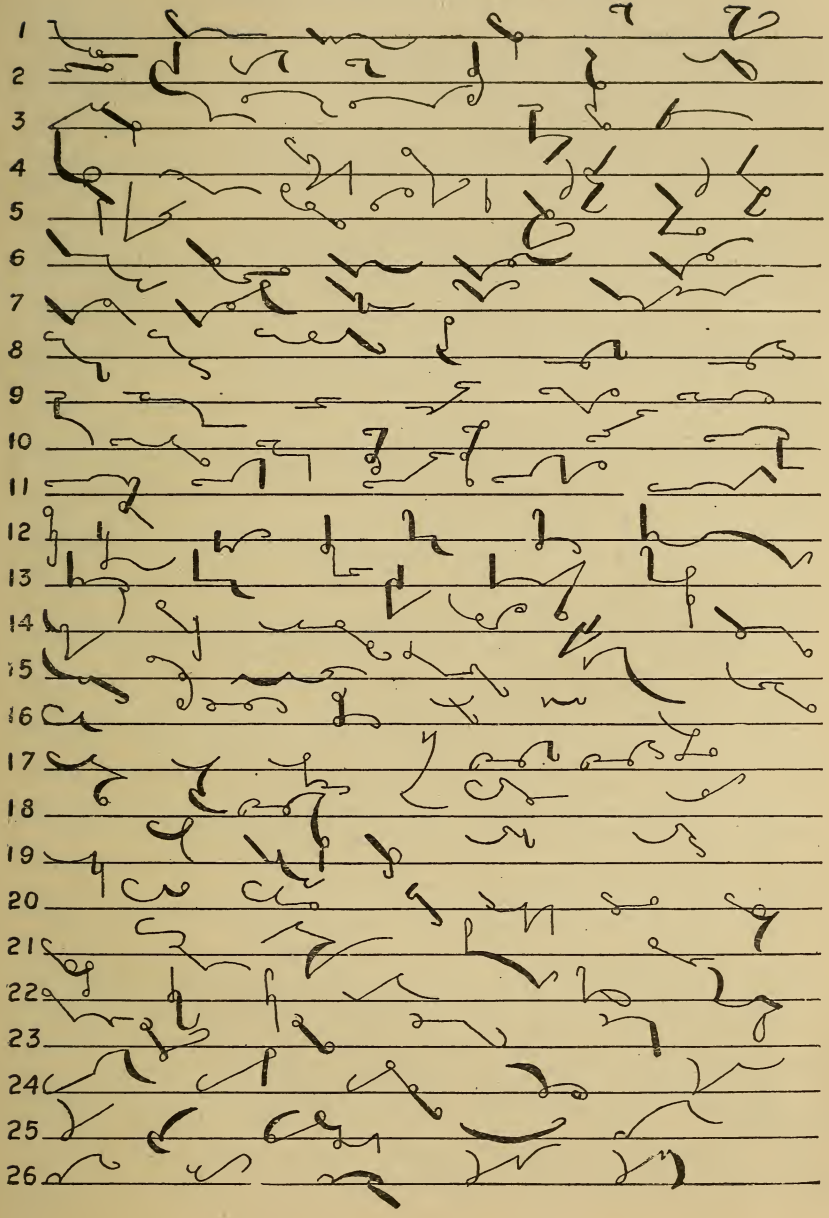
Write out for correction the following phrases which come under the principles given:

On no occasion, on any occasion, day by day, out of town, it is not, as it is, young gentlemen, young gentleman, I had not, I do not, I did not, Mr. Brown, Miss Dixon, I am certain, I may not be, I can have, he was not, he might, he gave, which are now, they are sure, at or near, on or about that time, in our business, in our location, in our presence, by all means, in all cases, on all subjects, at all times, it was all, in all things, of all the, which will give me, for all this, it will give me, it will be, which will do, it will come, in all respects, they shall all do, they all think, for an instant, I had an interview, there have been, it has never been, your own, by our own, their own, no one can, either one, later than, longer than, further than, sweeter than, may not be, will not have, cannot do, I am not, you are not, out of it, inside of, instead of, out of town, we do have it, set forth, put forth, which have been, which have done, can there be, give their, by their own, do their best, had there not, pay their way, each other, where they are, in some cases, in as many, in his cross-examination, in solitude, in some respects, in silence, less than, is faster than, in express terms, worse than, let us, from us, next us, faced us, received us, is his, as has, has his, is as, it is said, as such, as soon as, his section, as has been, this side of, on his side, gives us, gives it, gives their, goes there, takes it, makes it, abuse their, book store, china store, go up stairs, run down stairs, we may be able, with respect, in this way, in that way, in my way, give away, we would have, three years ago, two years ago, many years ago, we would not, but will go, of all this, who have been, but have never, further their own, loiter there, enter their store, been there, gone there, above their, have it done, take it out, it had gone, it would not be, which ought not, she had never, more and more, again and again, time after time, by and by, some of them, able to come, two or three, one or two, take for instance, some of the best, many of the worst, two of the men, ten of the workers, it has been said, post master, Sunday afternoon, six days after date, Monday afternoon, is the other, the other one, at first, after all there is, some of it, as it, was it, is it.

## Miscellaneous Phrases.

1. A few years ago, able to make, about how many, able to state, according to that, according to your recollection.
2. Act of Congress, ad valorem, after all that, according to the evidence, administrators and assigns, all this took place, any business there.
3. Are you able to state, as a matter of fact, as a matter of law, account of damage, adjust the matter.
4. Advise us by telegram, amount of premium, apply through rate, as per tariff, assistant general freight agent, assistant general passenger agent.
5. At tariff rate, as far as possible, as well as, at first, best of your recollection, baggage checks.
6. Backward and forward, best figures, bill of lading, bills of lading, bills of sale.
7. Bills payable, bills receivable, by draft on, by our line, by return mail.
8. Called for defendant, called for plaintiff, called on his own behalf, circumstantial evidence, counsel for defendant, counsel for plaintiff.
9. County auditor, county clerk, county court, county recorder, court of appeals, court of claims.
10. Court of common pleas, court of equity, court of general sessions, courts of justice, court of record, criminal conduct.
11. Criminal jurisprudence, car load, car record, car load or less, claim for rebate.
12. Construction train, defendant's testimony, did you learn, district court, direct evidence, direct examination, do you know whether or not.
13. Do you mean to say, documentary evidence, date of delivery, demurrage charges, draw on us at sight.
14. Evidence to the contrary, exception taken, enclosed please find, fast freight lines, gentlemen of the jury, habeas corpus.
15. Have you been, his heirs and assigns, how long have you known him, I expect to prove, I lived there, if the court please.
16. In all the evidence, in his cross-examination, in his direct examination, in pursuance of, I hand you, if such is the case.
17. In reply to yours, in your favor, in settlement of account, I shall therefore, learned counsel for defendant, learned counsel for plaintiff.
18. Learned counsel for the other side, nolle prosequi, nicer than.
19. No doubt of it, north and south, objection over-ruled, objection sustained, on the part of defendant, on the part of plaintiff.
20. On all hands, on all questions, ought to have been, pendente lite, plaintiff's case, please send your.
21. Please send us at once, quarterly premium, replying to your letter, state whether or not, superior court.
22. Supreme court, take into consideration, tell the truth, to or from train master, was nobody else there.
23. What is your best recollection, what is your business, what is your occupation, what time of day.
24. Where do you live, where do you reside, where is your place of business, ways and means, yes or no.
25. Yes sir, your verdict, yours received and contents noted, younger than, you will therefore.
26. You will find, you were there, you may be able, yes sir I will, yes sir I was.

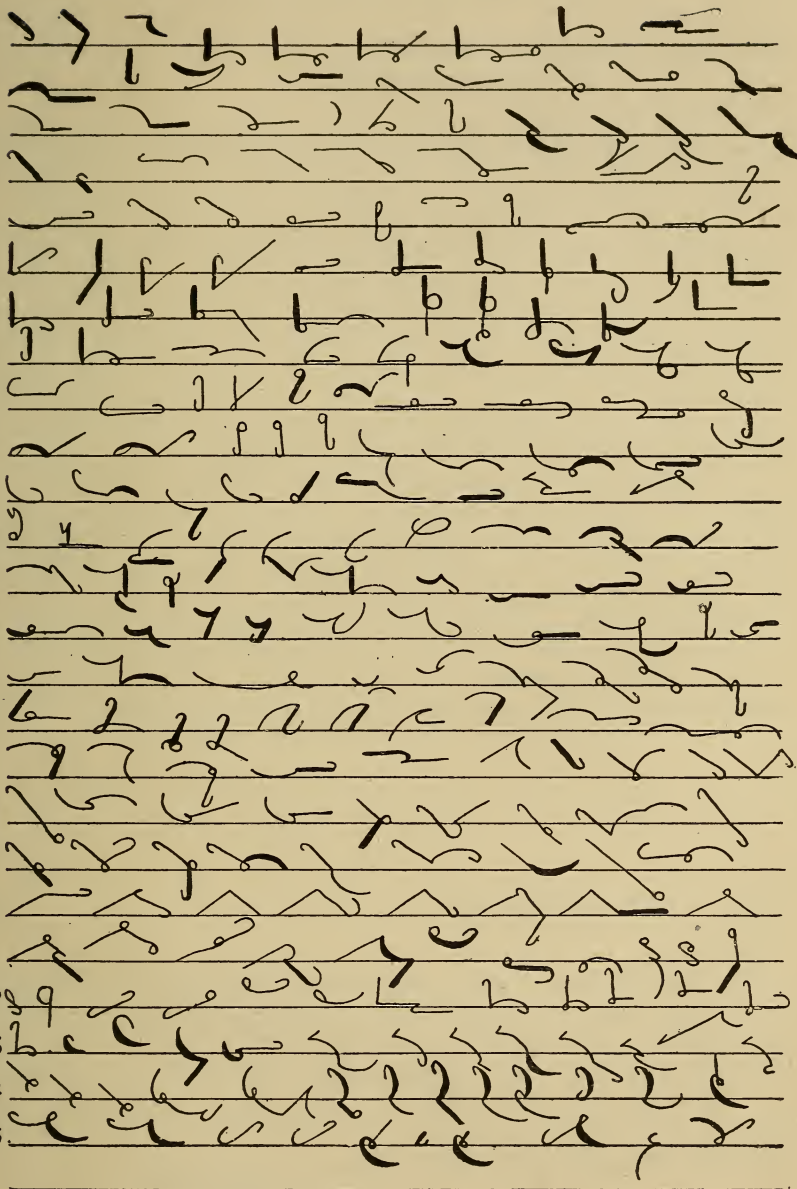
## Miscellaneous Phrases.



## Contracted and Special Forms.

1. Abandon, abject, activity, administer, administration, administrator, administratrix, admonish, agriculture.
2. Ambiguous, advance, anguish, antagonist-ize-ed, appear, applicable, appreciation, approximate, arbitrary-ily.
3. Architect, argument, aristocrat-ic-acy, astonish, attachment, attraction, behavior, beneficiary, beneficence-cent, benevolence-ent.
4. Brother, build-t-ing, calamity, capital, capitalist, capital stock, carpenter, cheerful.
5. Communicative, comprehension, comprehensive, consecutive, constitution, Christianity, constructive, criminal, customary.
6. Deferential, deject-ed, delivery, deliverer, descriptive, designate, despondent-ly-cy, destitute, determination, differentia, dignify-ied-ty.
7. Diminish-ed, discover, discrepancy, discriminate, dissatisfy-ied, dissatisfaction, dissimilar-ly-ity, distinguish-ed-able, document.
8. Doctrine, domestic-ate-ed, economic-al-ally, elective, electricity, endeavor, energetic-ally, enthusiasm, enthusiast-ic-ally.
9. Equality, equivalent, eternal, et cetera, exaggeration, example, executive, executor, executrix, expedient-cy.
10. Extempore-ary, extemporaneous, extension, external, extravagant, faithful familiar-ity, fee-simple, figurative, financial.
11. Formation, formidable, fugitive, furnish, generalize, glorify, govern-ment-mental, horticulture-al, hospital-ity.
12. Ice house, identical-ly, illegal, illegible, illiberal, ill-natured, illustration, immoderate, impenetrable-y, imperative.
13. Imperfect, inadvertent, inconsiderate, indemnify, independence-nt, indignant, indignation, indiscretion.
14. Indiscriminate, individual, indulge, indulgent, influential, information, insignificant-nce, instinctive, instructive, integrity.
15. Intellect-ual-ly, intemperance-ate, intercession, intermit-tent, intolerable, irreproachable, irrespective, irresponsible, irretrievable.
16. Joint-stock, journalism, jurisdiction, jurisprudence, legislation, legislator-ure, liquidate-ed-tion, majesty, mechanic mechanism.
17. Messenger, Methodism, mischievous, negative, organic, orthodox-y, objective, pencil, penitentiary, perpendicular.
18. Perhaps, phenomenon, phonographer, phonographic, postage, practitioner, precipitate-ed-tion, preliminary, preponderance.
19. Presbyterian-ism, preservation, presidential, presumptuous, professor, prominence-t-ly, punctual, purpose, quarrelsome.
20. Recover-able-y, replenish-ment, represent, representation, representative, reproachful-ly, repugnance-t, respect-ful-ly.
21. Respectable-y, responsible-y-ity, resurrection, retribution, revenge, sanguine-ly, signature, similar-ity, spontaneous-ly, splendid-or, strange.
22. Stupendous, sister, relief, release, synonymous, stenographer-y, technical-ly, terminate, testament-ary, transact, transcribe, transcription.
23. Tremendous, verdict, volume, vigilance-t-ly, vindictive, hereon, herein, hereto, hereof, hereupon, heretofore, hereafter, herewith.
24. Opposition, possession, position, thenceforward, thenceforth, thereabouts, thereafter, thereby, therefor, therefrom, therein, thereon, whatsoever.
25. Whensoever, whenever, wherein, whereof, whichsoever, whoever, whosoever, wheresoever, withal, western.

## Contracted and Special Forms.



The Gibbons Wholesale Grocery Co.,
San Francisco, Cal.

GENTLEMEN :—

Understanding that you are contemplating installing a motor delivery service, we should like to call your attention to the superiority of our machine. We have the best on the market for your class of business.

The motor is of the Renault type, having four cylinders cast en bloc. The extra long stroke gives the greatest efficiency and ample power to carry an excess load. Although the capacity is given as 4,000 pounds, the chassis is strongly constructed and designed to carry much more than this amount. The ignition is of the highest type, being the Bosch dual system operated through two sets of spark plugs, being provided with a Bosch magneto and dry batteries. The Schebler carbureter is generally conceded to be the best obtainable The transmission is of the sliding gear selective type with two speeds forward and reverse.

All machines are equipped with Goodrich solid tires, dual on the rear wheels. The service brake on the jack shaft and the emergency brake on the rear wheels, each provide sufficient braking surface to slide the wheels. We have either express or stake body mounted on the same chassis with the driver's seat placed over the motor, making the loading space exceptionally large, 78 by 144 inches, with a wheel base of only 126 inches.

Our representative will be in your city within the next few days and will give a demonstration of what our machine can do, and we feel quite sure you will be satisfied that you cannot buy a better machine.

Yours respectfully,

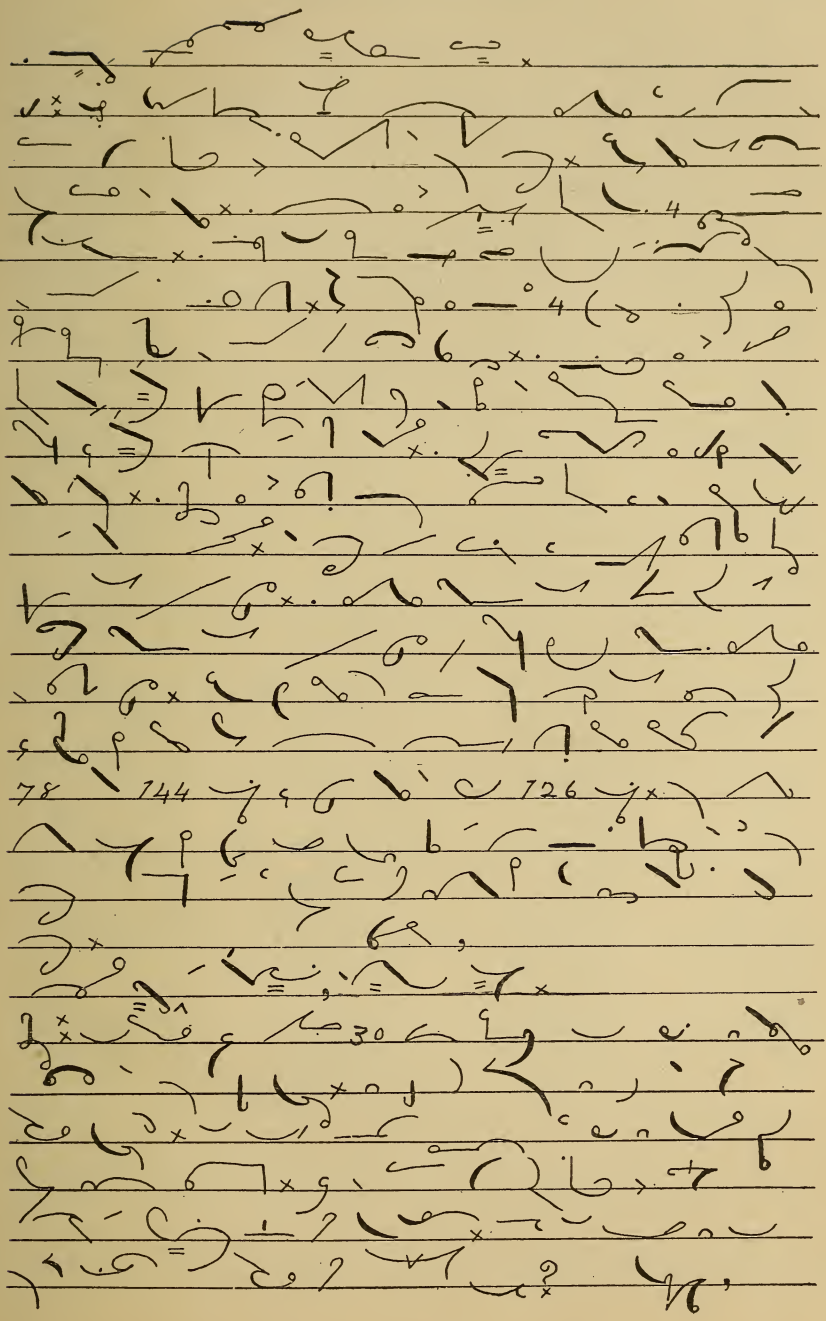
Messrs. Brown & Baldwin,
Albany, N. Y.

DEAR SIRS :—

In compliance with your request of the 30 ult., we take pleasure in sending you by express samples of our different veneers. You did not say whether you wished all of your panels veneered or not. Not knowing the color scheme, we send you various shades from which you may select.

We wish to call your especial attention to the curled maple and Flemish oak, which are very handsome. Can we not interest you in our white enamel panels, which are entirely new?

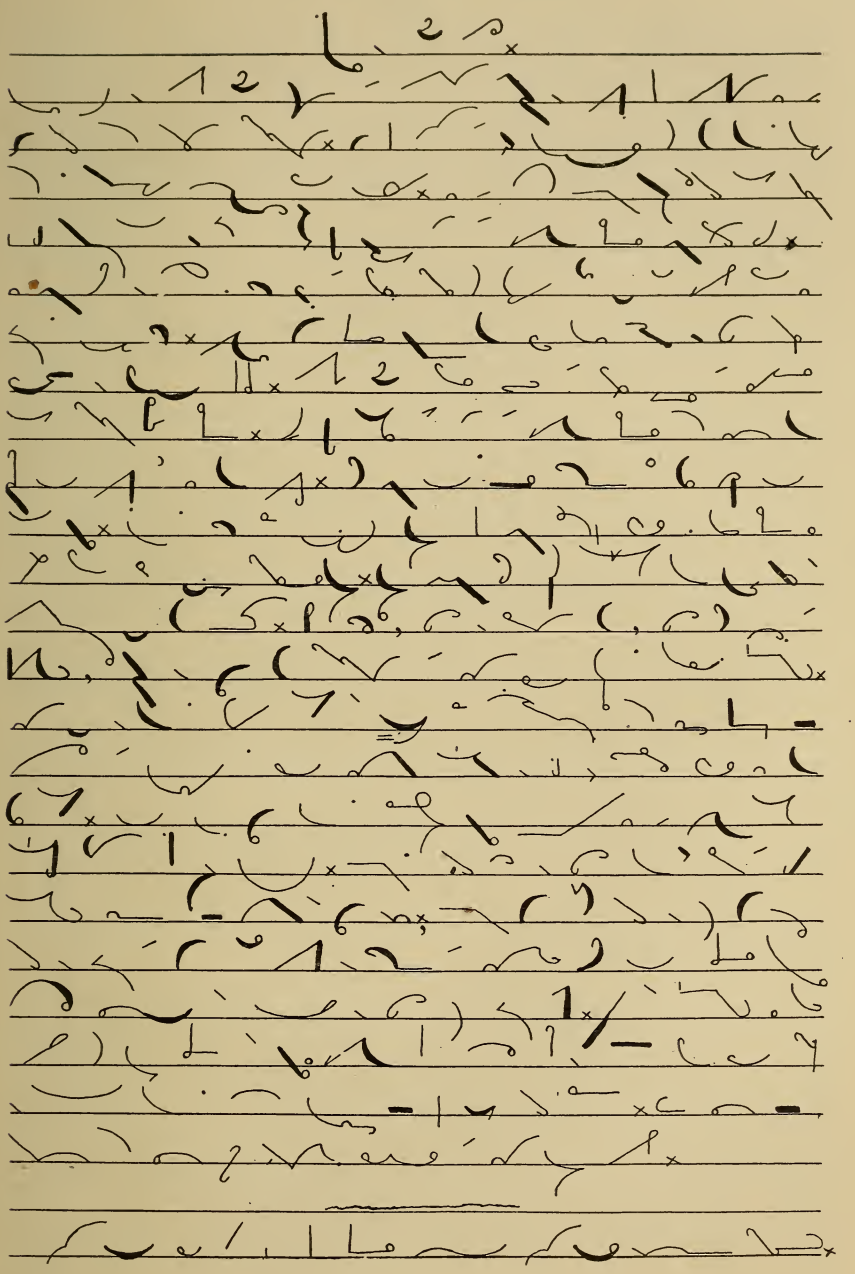
Very truly yours,



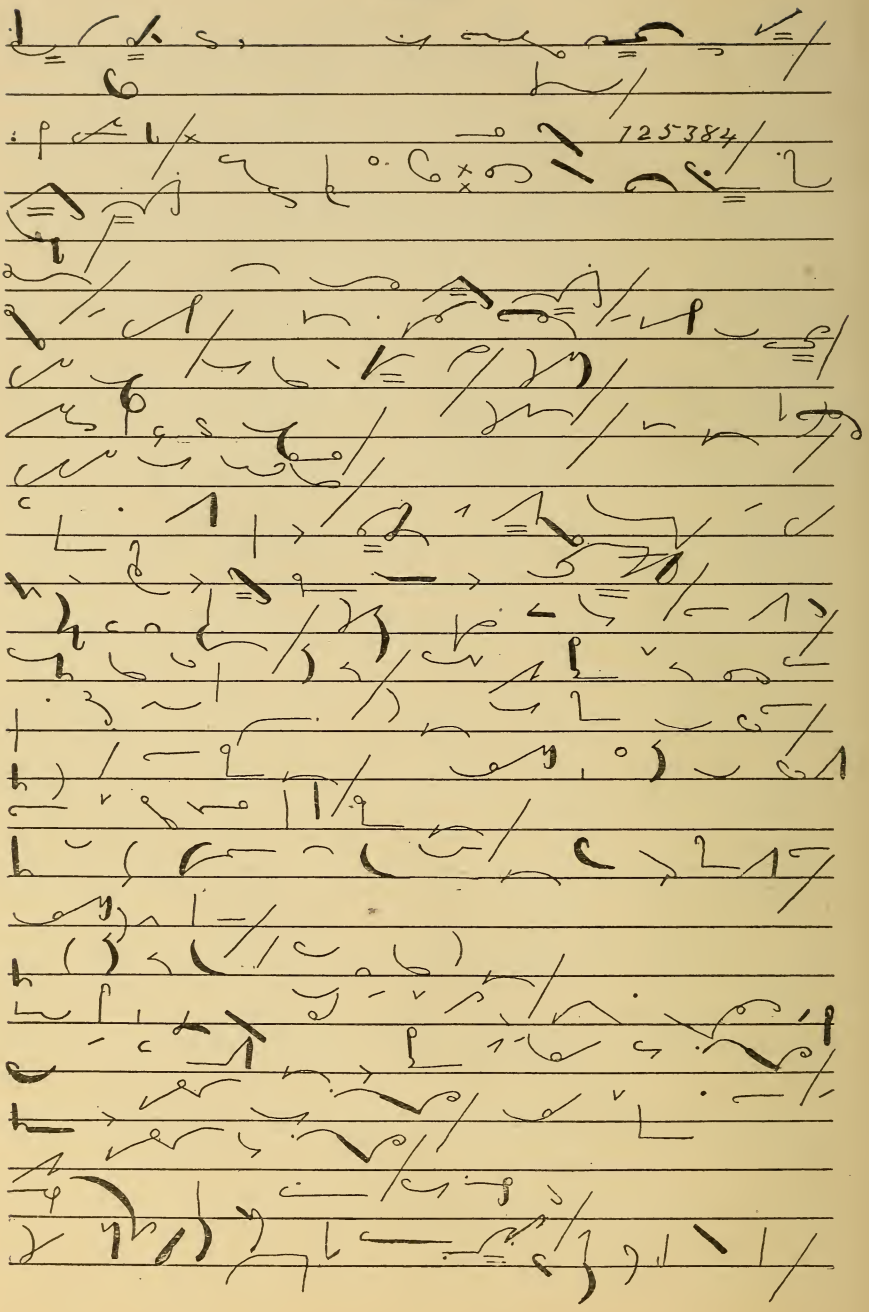
## Miscellaneous Words.

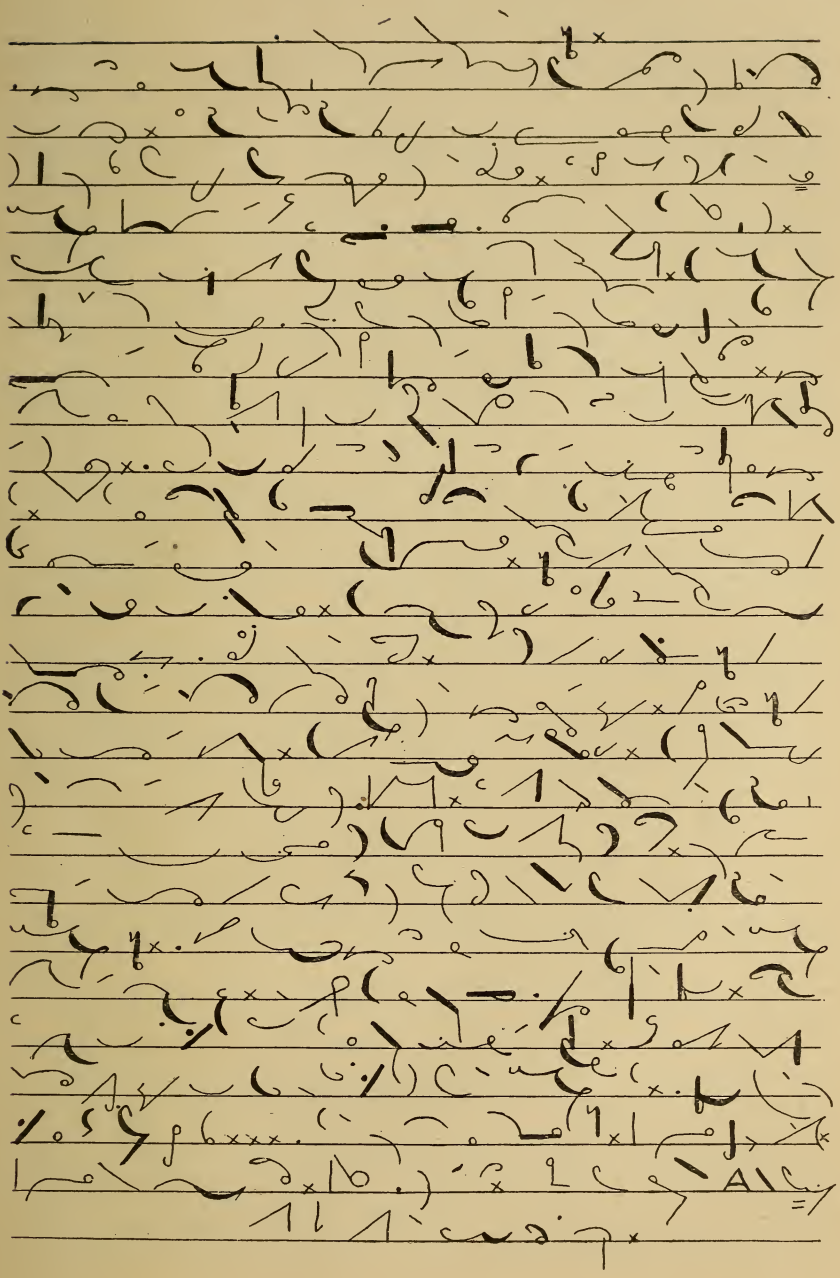
(Write out in shorthand for correction)

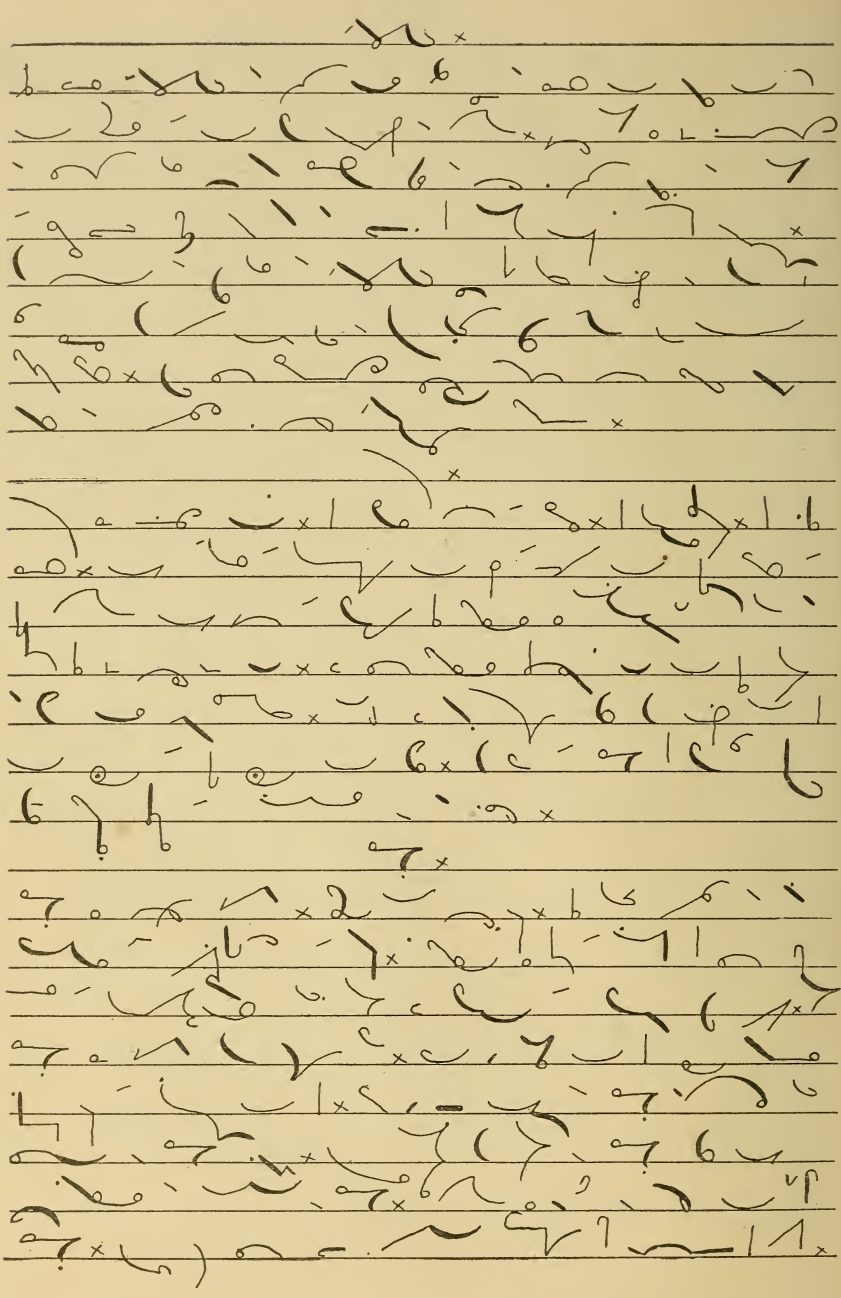
abjection
affluent
anarchy
autographic
Bohemian
circular
equilibrium
insulation
miscellaneous
natural
oxygen
psychology
remarkably
retribution
scientific
sedentary
vacuum
vegetarian
abbreviate
aeroplane
aquarium
barter
benignity
esquire
exasperate
insufficient
moderate
naturalize
proprietor
republican
suspect
somewhat
talkative
vaccination
westerly
absorption
alliance
appropriate
behold
barometer
establish
equestrian
lieutenant
manifold
Olympian
portiere
refrigerator
suspense
simultaneous
tribunal
venire
awaken
accessory
amateur
artery
benefactor
contentment
executive
garage
manuscript
multigraph
philanthropy
premeditate
reminiscence
socialist
sympathetic
unfamiliar
vertebrate
yard-stick
accommodate
alumni
ascertain
belligerent
contingent
extemporaneous
hydraulic
messenger
motor-cycle
prerogative
recognize
retrospective
sarcastic
superstructure
uninfluenced
virulent
zebra
demonstrative
remedial



## Legal.







LIBRARY OF CONGRESS
0 027 275 495 0